# User's Guide

## Investment Property Manager

## *Classic*

FullHouse Software, Inc.

Property Management Solutions since 1978

*Published in the USA by*
FullHouse Software, Inc.
5415 Lake Howell Road, Suite 207
Winter Park, FL 32792

www.fullhousesoftware.com

# Contents

**Introduction and Overview ..... 7**
Software Installation ..... 7
Receiving Technical Support ..... 9
Glossary ..... 10

**Chapter 1: Main Window ..... 16**
Tool Bar ..... 16
Buttons ..... 16
Status Bar ..... 18
Menu Bar ..... 21
Creating a New Database ..... 35
Opening a Database ..... 35
Backing up am IPM Database ..... 36
Restoring From a Backup ..... 38
Using the Tickler File ..... 39

**Chapter 2: Checkbooks ..... 41**
Overview ..... 41
The Checkbook Window ..... 41
Adding a Checkbook ..... 43
Switching Active Checkbooks ..... 44
Deleting a Checkbook ..... 44

**Chapter 3: Properties ..... 47**
Overview ..... 47
The Property Window ..... 47
Adding a New Property ..... 55
Changing a Property ..... 56
Changing the Active Property ..... 57
Deleting a Property ..... 57
Adding an Owner ..... 58
Changing an Owner ..... 59
Deleting an Owner ..... 59
Generating Owner 1099s ..... 60
Adjusting the Owner 1099 ..... 61

**Chapter 4: Units ..... 63**
Overview ..... 63
The Units Window ..... 63
Adding a Unit ..... 67

Changing a Unit ..... 68
Deleting a Unit ..... 68

**Chapter 5: Tenants/Members ..... 71**
Overview ..... 71
Tenant/Member Window ..... 71
Adding a Tenant ..... 85
Changing Tenant Information ..... 85
Changing Tenant Charges ..... 85
Creating a C.A.M. Passthrough ..... 86
Entering a Tenant Loan ..... 88

**Chapter 6: Accounts ..... 91**
Overview ..... 91
The Accounts Window ..... 92
Adding a New Account ..... 94
Deleting an Account ..... 94
Creating a Chart of Accounts ..... 95
Altering the General Ledger Account Defaults ..... 98
Making a Journal Entry ..... 100
Change or Delete a Journal Entry ..... 102
Entering a Reoccurring Journal Entry ..... 102
Change or Delete a Reoccurring Journal Entry ..... 103
Posting Reoccurring or Ongoing Journal Entries ..... 104

**Chapter 7: Vendors ..... 105**
Overview ..... 105
The Vendor Window ..... 105
Entering a New Vendor ..... 107
Change or Delete a Vendor ..... 108
Writing a Check to a Vendor ..... 109
Generating Vendor 1099s ..... 109
Adjusting the Vendor 1099 ..... 112

**Chapter 8: Charges ..... 114**
Overview ..... 114
Entering a One Time Charge/Refund ..... 114
Change or Delete a One Time Charge/Refund ..... 115
Generating Late Fees ..... 116
Charge Journal Maintenance ..... 118

**Chapter 9: Receipts ..... 121**

 Copyright 2010 © FullHouse Software, Inc.

Entering Tenant/Member Receipts:....121
Entering Short Term Receipts....124
Entering Tenant NSF Checks and Reversals....125
Change or Deletie a Tenant Receipt....126
Entering Miscellaneous Receipts....127
Change or Delete a Miscellaneous Receipt....129

**Chapter 10: Checks....131**
Overview....131
Setting Up or Changing Check Defaults....131
Setting Up MICR Check Information (Optional)....132
Setting Up Information for Management Checks....134
Entering a Regular (Vendor) One Time Check....135
Entering a Management Check....137
Entering an Owner Check....138
Entering Percentage Checks....140
Entering Work Order Checks....141
Entering Permanent Checks....141
Setting up Permanent Checks for Printing/Posting....142
Change or Delete a Onetime Check....144
Change or Delete a Permanent Check....145
Printing Checks....146
Posting Checks....148
Reconciling the Bank Statement....148
Check Journal Maintenance....149

**Chapter 11: Reports....151**
Overview....151
Printing a Report....151

**Chapter 12: Move In and Move Out....155**
Overview....155
Tenant Move In....155
Tenant Move Out....158

**Chapter 13: Work Order....161**
Overview....161
Creating a Work Order....161
Updating a Work Order (Receiving an Invoice)....162
Paying for a Completed Work Order....163
Generating a Work Order Status Report....164

Copyright 2010 © FullHouse Software, Inc.

**Chapter 14: Closes.....167**
Overview.....167
Creating Charges (the End of Month Close).....168
End of Year Close.....170
Vendor End of Year Close.....177

**Chapter 15: How Do I… .....179**
Overview.....179
Getting Started – Understanding the Database.....179
Setting Up a New database.....180
Splitting a Database.....182

 Copyright 2010 © FullHouse Software, Inc.

# Introduction and Overview

Thank you for purchasing **Investment Property Manager (IPM)**, the leader in property management software for over 30 years.

Our software virtually began the property management software industry in 1978, starting on Altos computers running C/PM.

Since then we've always listened to our customers, watched the industry and thought outside the box. We have always tried to enhance our software by evolution rather than revolution. Hence IPM Classic is rooted directly in software going back to 1995. It is familiar and easy to use, yet modern. IPM Classic is a response to our users' request to take the IPM 2000-IPM 2007 generation of software to the next level, for the next decade.

**IPM** offers unparalleled reliability and more features and flexibility than any other software priced up to ten times more. **IPM CLASSIC** represents a fulfillment of the software that Realty Automation originated in 1978.

## Software Installation

We recommend installing from our website. The online installation is always the latest version, and includes all updates. Here are the steps:

Copyright 2010 © FullHouse Software, Inc.

1. Open your browser and navigate to www.fullhousesoftware.com. We recommend Internet Explorer, but Chrome, Firefox or Mozilla will work.
2. Navigate to the **Download** page.
3. Click on **IPM Classic: Full Installation**.
4. Click on **Run**. You can click on **Save** and place the installation on your network if you are doing multiple installations.
5. Follow the on-screen instructions (which generally mean clicking 'Next')

If you do not have Internet access, you can install IPM Classic from a CD. Contact FullHouse Software to request a CD.

Place the program CD-ROM into the CD-ROM drive making sure the label is up. The CD should automatically start the setup program and follow its prompts. If it does not run, or you have Autorun turned off on your PC, here are the steps:

1. From the desktop click on **Start** and then **Run.** In the window type D:\Setup or E:\Setup (this depends upon the letter of your CD-ROM drive) click **OK**.
2. The next screen will display where the program will be installed on to the hard drive: C:\IPM Classic. Click **Next**.
3. Your software is now installed; click on the **IPM** icon to open the program.

## Activating and Registering IPM

You will need to activate your software during the first 69 days after installing. IPM always installs in 'demonstration mode' but is converted to the Standard or Unlimited Edition through use of your serial number and a code provided by FullHouse Software (this code changes every time). If you have internet access, you can also register the program online.

While the software is in demonstration mode, you can activate it when you start the program. On the splash screen you will be asked to **Continue the Demo** or **Activate**. Click **Activate**. You can also activate IPM from the program's Help menu, under **About IPM.**

The Activation screen gives you two choices: activate over the

 Copyright 2010 © FullHouse Software, Inc.

telephone or via the internet. To activate over the internet:

1. Select the **Register over the Internet** radio button.
2. Fill in your name or your company name in the **Registered to** box.
3. Enter your serial number in the **Serial Number** box. You may have received your serial number in a welcome email or with your CD.
4. Click **Activate**.
5. IPM will thank you for registering and set the additional features according to the edition you've purchased.

To activate IPM over the telephone:

1. Select the **Register by Telephone** radio button.
2. Fill in your name or your company name in the **Registered to** box.
3. Enter your serial number in the **Serial Number** box. You may have received your serial number in a welcome email or with your CD.
4. Call FullHouse Software at the number listed on the screen.
5. Enter the number FullHouse staff gives you into the **Activation Code** boxes.
6. Click **Activate**.
7. IPM will thank you for registering and set the additional features according to the edition you've purchased.

## Starting the Program

From the Windows desktop, click on **Start, Programs, IPM Classic** then **IPM**. This will take you to the main screen of the program. You will be asked to enter a date. For demonstration purposes, accept the date on the screen by clicking **OK**.

## Receiving Technical Support

FullHouse Software is dedicated to customer satisfaction. As such, we offer unlimited technical support to all customers with the latest version of the IPM Series Software. If you have the latest release of the software and are unable to find a solution in this manual, contact us at **866.864.4837** or **technical.support@fullhousesoftware.com**. The website, **www.fullhousesoftware.com**, has the most current support information.

Copyright 2010 © FullHouse Software, Inc.

Technical Support is available Monday through Friday10:00 am to 6:00 pm. Eastern time, except holidays. If a technician is not available, please leave a short message containing your name, company, telephone number, serial number and your software version. All calls made within business hours will be returned within 4 business hours. Emails will be answered automatically, and detailed replies will be sent within one business day. If contacting us by email, please attach a backup of your database if you're having database-related issues.

## Glossary

Here is a brief glossary of the terms relating to the accounting cycle used in this manual. For more detailed information, please contact your CPA

**Accounting Cycle**: The process by which Charges are made, Receipts are recorded and Disbursements are made followed by creating Charges once again.

In property management the accounting cycle includes the following basic elements: cash receipts, cash disbursements, exception reports (like a list of tenants who did not pay), management and financial reports, closing the books, changing the date to the following month, and repeating the cycle for the next month.

**Active Checkbook:** The Checkbook currently listed under Current Settings on the Main Window. All data is, by default, pulled from the Active Checkbook.

**Active Property:** The Property currently listed under Current Settings. The Active Property is a member of the Active Checkbook and is, by default, the Property from which

 Copyright 2010 © FullHouse Software, Inc.

all data is collected.

**Backup:** A compressed, encrypted disk file of all the data in a database is called a backup. A backup can be used to recreate a database if the primary data becomes corrupted or lost.

**Billing Cycle:** The period between creating Charges. IPM CLASSIC is set up to handle monthly (30 day), weekly (7 day), and biweekly (15 day) accounting cycles.

**Buttons:** A computer term referring to a small usually rectangular area of the screen that can be clicked to activate part of the program. Most buttons have either a caption describing their function or a **picture, known as an icon.**

**C.A.M.:** **Common Area Maintenance.**

**Charge:** A fee of Payment – an amount due to you. Charges are made once per Billing Cycle for all tenants via the 'Create Charges' menu option. The amount owed is called **Due.**

**Checkbook:** The largest grouping within am IPM database. The Checkbook represents a single checkbook that is used to manage one or more properties of a common classification—Business, Residential etc. It is the top of the IPM hierarchy. There can be almost unlimited checkbooks in a database, and each checkbook contains properties that contain units. Each unit can contain tenants.

**Close:** An accounting term that represents an end to an Accounting Cycle. End of Month Closes are very fluid in IPM

Copyright 2010 © FullHouse Software, Inc.

Classic and allow for the changing of dates back to Closed periods and making entries. In IPM, the **End of Month "Close" only generates charges for the next month and zeros out 'month to date' counters**.

**Common Area Maintenance:** These charges are user-defined charges and fees, in addition to rent. For example, Extra Parking or Pool Access my be set up as C.A.M. charges. These are charges to be shared among all the Units in a Property. Up to ten C.A.M. Charges may be set up per checkbook, and charged per Property.

**Credit Account:** Any account to which a credit increases its total and a debit decreases its total. Equity Accounts, Liability Accounts and Income Accounts are all Credit Accounts.

**Current Earnings:** Year-to-date net profits.

**Cursor:** A blinking vertical line on a computer screen which represents the current focus for data entry.

**Debit Account:** Any account to which a debit increases its total and a credit decreases its total. Asset Accounts and Expense Accounts are Debit Accounts.

**Defrag:** A standard program included with Windows that will rearrange the data on the hard disk for optimal performance. Defrag can be run from **Start| Program| Accessories| System Tools| Defrag.** Defrag should be performed at least 3-4 times a year.

**Due:** The accumulation of Charges that are currently owed.

 Copyright 2010 © FullHouse Software, Inc.

**Disbursement:** The paying out of money, such as writing a check.

**Fiscal Year:** The year on which your financial information is based. Most property management is done on a January-to-December or Calendar year basis, but IPM supports any 12 month period as a fiscal year.

**Icon: :** An alternate name for Tenant found in Checkbooks keyed to condominium and home owners

**Member:** An alternate name for Tenant found in Checkbooks keyed to condominium and home owners associations. A Member is an owner of a property or unit while a Tenant is usually a renter.

**NSF:** Non Sufficient Funds. A "bounced" check or a checkthat was returned to you unpaid for whatever reason.

**Passthrough:** A passthrough account is one that holds them temporarily without affecting them – like a water pipe from a cistern to a faucet. Passthroughs allow you to spent for tenants or owners collectively and break down the charges easily. The process of creating Charges is composed of one or more passthroughs.

**Permanent Check:** A standard check that is written each month. For example, a mortgage payment is paid each month. Permanent Checks act like templates and are used to generate checks to be printed and/or Posted easily. Think of them as 'repeating' checks.

**Post:** The process by which a transaction is recorded throughout the accounts and

Copyright 2010 © FullHouse Software, Inc.

system. Before an item has been Posted it may be deleted simply by removing the entry. Transactions that have been Posted may only be removed by making offsetting entries.

**Posting Date:** The date that counts for IPM—as opposed to the computer's system date—that is, a date used to record all transactions. The Posting Date may be moved backward and forward without changing the system date. This is particularly important when doing batch entry, or working after the fact in IPM – you can set the posting date to any day within the current fiscal year.

**Property:** A subdivision of a Checkbook that represents one or more Units that share a common street address and/or locality.

**Receipts:** The receiving of money.

**Refund:** The opposite of a Charge. A Refund, usually called a credit, reduces what a Tenant or Member currently owes.

**Repair, External:** An External Repair program for the **IPM** database. Go to **Start** | **Program** | **IPM** | **Repair IPM Database.** Then click on **File** | **Select IPM Database to Repair**.

**Report:** A detailed account or summary of data in a particular format.

**Retained Earnings:** The profit or loss accumulated during the prior fiscal year(s).

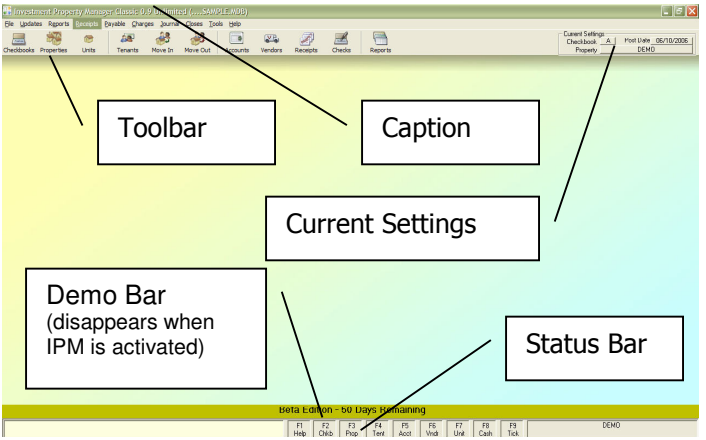
**System Date:** The date and time of the computer. This is usually run by a clock built into the computer. **IPM** allows you to set the

 Copyright 2010 © FullHouse Software, Inc.

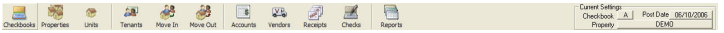
| | |
|---|---|
| | Posting Date instead, which gives more flexibility than the System Date. |
| **Tenant:** | The inhabitant and/or renter of a Unit. The Tenant is the smallest element of the Database starting from the Checkbook and ending with Tenant/Member. Each Tenant must be assigned to a Unit. |
| **Unit:** | A subdivision of a Property. Each Unit is a separate entity like an apartment or storefront or storage unit, which may be rented or owned (if a home or condo). Each Unit can contain one or more Tenants (Members in the case of home owner's association or condo). |
| **Window:** | A rectangular region of your computer screen, containing related information. Also called a screen or page. This is the basic organizing unit of the display. |

Copyright 2010 © FullHouse Software, Inc.

# Chapter 1: Main Window




## Tool Bar



IPM's toolbar contains the most commonly-used tools and information. There are eleven buttons on the left that allow access to the major functions of IPM; on the right is an area with 3 buttons that relate to the current checkbook, property and posting date.

## Buttons

**Checkbooks**

Selecting this button will take you to the Checkbook window (see Chapter 2—Checkbooks) where you


Copyright 2010 © FullHouse Software, Inc.

may add, delete or alter checkbooks.

**Properties/Communties**
Selecting this button will take you to the Property or Community window (see Chapter 3—Properties) where you may add, delete or alter properties in the current active checkbook.

**Units**
Selecting this button will open the Unit window (see Chapter 4—Units) where you may add, delete or alter units for the current active property.

**Tenants/Members**
Selecting this button will open the Tenant or Member window (see Chapter 5—Tenants) where you may add, delete or alter tenants for the current active property.

**Move In**
Selecting this button will bring you to the Move In wizard. (see Chapter 12—Move-in/Move-out) where you may move new tenants into a unit.

**Move Out**
Selecting this button will bring you to the Move Out Wizard (see Chapter 12—Move-in/Move-out) where you may move out tenants.

**Accounts**
Selecting this button will open the Accounts window (see Chapter 6—Accounts) where you may add, delete or alter the chart of accounts for the current active property.

**Vendor**
Selecting this button will open the Vendor window (see Chapter 7—Vendors) where you may add, delete or alter the list of vendors.

**Receipts**
Selecting this button will open the Tenant Receipts

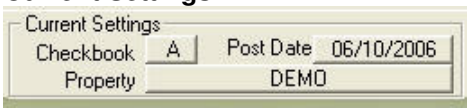
Copyright 2010 © FullHouse Software, Inc.

window (see Chapter 9—Receipts) where you may enter tenant receipts.

**Checks**
Selecting this button will open the Checks window (see Chapter 10—Checks) where you may write checks.

**Reports**
Selecting this button will bring you to the Reports menu (see Chapter 11—Reports) where you may choose from over 200 different reports.

**Current Settings**




There are three buttons in this area.

- **Checkbook:** This button changes the currently active checkbook. By default, when you change the checkbook, you will be asked to select a property to activate.
- **Post Date:** This button changes the post date. This has no effect on your computer's system date. *Note:* The year area requires a four digit number.
- **Property**: This button selects the currently active property. You may only select properties from those in the active checkbook.

## Status Bar

The status bar runs across the bottom of the main screen. It consists of three areas: a messaging bar, Function Keys and a display of the current property.

**Messages**
The messages area shows information from buttons as you float your cursor over the main screen, or will display a progress bar during the loading of a database, or during any other task that takes some time. This is the primary location for IPM to give you updates about what it's doing.


Copyright 2010 © FullHouse Software, Inc.

**Function Keys**
These buttons emulate the F1 through F9 function keys on the keyboard. Click these buttons, or press the corresponding function key.

**F1 Help**
By clicking this button or pressing the **F1** key on your keyboard, the help window contents page opens.

**F2 Chkb**
By clicking this button or pressing the **F2** key on your keyboard, a list of checkbooks on this database is displayed.

**F3 Prop**
By clicking this button or pressing the **F3** key on your keyboard, a list of properties in the current checkbook is displayed.

**F4 Tent**
By clicking this button or pressing the **F4** key on your keyboard, a list of tenants in the current active property is displayed.

**F5 Acct**
By clicking this button or pressing the **F5** key on your keyboard, a list of all account and account headers for this checkbook will be displayed.

**F6 Vndr**
By clicking this button or pressing the **F6** key on your keyboard, a list of vendors sorted by Vendor ID will be displayed along with their telephone number for easy reference.

**F7 Unit**
By clicking this button or pressing the **F7** key on your keyboard, a list of units and their description for the current active property will be displayed. In many instances where a unit number is required, pressing F7 and clicking on the desired unit, will fill in the information.

**F8 Cash**
By clicking this button or pressing the **F8** key on your keyboard, a list of all units and their cash balances will be listed. This is a quick way to see how the properties are doing financially.

**F9 Tick**
By clicking this button or pressing the **F9** key on your keyboard,

the Tickler (also known as a memo) window will open. By default it will bring up all ticklers using the computer's system date (as opposed to IPM's Posting Date).

Ticklers can be located by date range by filling in the date fields and clicking on **Tickler Range.** By default the range is pre-set to for one month before and after the current date. Alternatively, all memos can be displayed by clicking on **All Ticklers**.

A memo can be added by clicking on **Add Tickler**. In the display window, enter the date applicable for the tickler, then the tickler itself. The tickler can be cancelled by clicking **Cancel** or entered by clicking **Finished**.

Deleting a tickler is as simple as clicking on the item and then clicking on **Delete**.

Clicking on **Report** can generate a report of ticklers by date range. Enter the date range and select the output format; Screen, Printer or File.

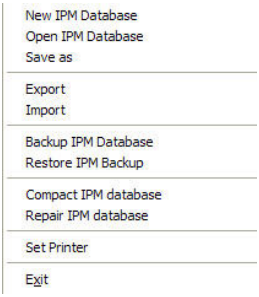
Ticklers can also be displayed in a vertical bar on the right side of the main screen. Check the **Ticklers** Option at the bottom of the Tools menu to make this bar appear; uncheck it to make it disappear.

**Current Property**
This area displays the property ID and the description of the currently-selected property.


Copyright 2010 © FullHouse Software, Inc.

## Menu Bar

### File




**New IPM Database.** Selecting this will prompt you to create a new database for the system. You will be prompted to name the new database and give it a password. The newly created database will be opened upon completion of these functions.

**Open IPM Database.** Selecting this will cause the program to open a preexisting IPM database that you select from an open file dialog box.

**Save as**. Selecting this option will bring up a Save as dialog box. Here you enter the name and location of a new database containing all of the data of the current database. Creating a new database in this manner does not automatically open the new database, instead the original will remain open.

**Export.** This feature allows you to generate files for other accounting programs, or generate of unprinted checks to be printed at another workstation. This feature may only be available on certain editions.

**Import.** This feature is only available in the Unlimited edition, with the Lockbox add-on. It allows you to import unprinted checks from another workstation.

**Backup IPM Database.** This option will bring up a backup dialog box where you can select the location for a compressed database.

**Restore IPM Backup.** Selecting this option will bring up a restore dialog box where you can select a compressed backup (.BKU) file and convert it back to a usable form. Restoring a database does not make it the current active database. Instead the database must be opened using the Open IPM Database option.

**Compact IPM Database.** Selecting this option will sort through

Copyright 2010 © FullHouse Software, Inc.

the database and remove any unneeded data. Use this option if your program starts to run slow but does not have any data errors. DO NOT do use it across a network, unless your database is on a server.

**Repair IPM Database.** Select this option to rebuild corrupt indexes on the current active database. Repairing the database can solve 95% of all problems, but is risky across a network. DO NOT do use it across a network, unless your database is on a server.

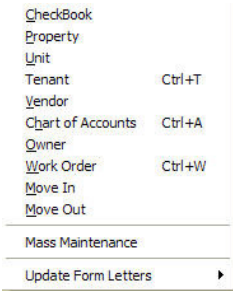
**Set Printer.** Selecting this option will bring up a printer dialog box where the print quality and paper size can be adjusted. Or you can change printer preference.

**Exit.** Select this option to close the IPM program. This method of closing will prevent database corruption.


Copyright 2010 © FullHouse Software, Inc.

**Updates**

**Checkbook**. Selecting this will take you to the Checkbook window (see Chapter 2—Checkbooks) where you may add, delete or alter checkbooks.




**Property**. Selecting this option will take you to the Property window (see Chapter 3—Properties) where you may add, delete or alter properties.

**Unit.** This option brings up the Units window (see Chapter 4—Units) where you may add, delete or alter units.

**Member.** This will take you to the Tenants window (see Chapter 5—Tenants/Members) where you may add, delete or alter members or tenants.

**Vendor.** Selecting this option will open the Vendor window (see Chapter 7—Vendors) where you may add, delete or alter vendors.

**Chart of Accounts.** Selecting this will take you to the Accounts window (see Chapter 6—Accounts) where you may add, delete or alter accounts.

**Owner.** Selecting this option will bring up the Owner window (see Chapter 3—Properties) where you may add, delete or alter owners.

**Work Order [Optional].** This selection will open the Work Order window (see Chapter 13—Work Orders) where you may add, delete or alter work orders. Work orders are only available in the Unlimited edition/

**Move In.** This will take you to the Move In wizard where you can collect tenant information, put them in a unit and collect payment.

**Move Out.** This will take you to the Move Out wizard where you can determine the financial status for the tenant, collect any monies owed, print a refund check, print reports and terminate the tenancy.

Copyright 2010 © FullHouse Software, Inc.

**Update Form Letters.** There are four options to choose from:

- Tenant
- Vendor
- Owner
- 1099 Form

These options will display a window where you may add, delete or alter form letters. See Chapter 11—Reports, for more information.

**Reports**

All the reports under this menu are also available from the **Reports** button on the toolbar.

**Charges**. This selection brings up the Charges report window where you may view all of the charges made in any given period. See Chapter 11—Reports for more information.

**Cash Receipts.** This selection brings up the Cash Receipts report window. See Chapter 11—Reports for more information.

**Disbursements**. This selection takes you directly to the Disbursement report window. See Chapter 11—Reports for more information.

**Financial.** This selection is a short cut to go to a specific financial report. The options available are as follows:

- Operating Statement
- Balance Sheet
- Cash Flow Statement
- General Ledger
- Potential Income P and L
- Trial Balance
- Budgeting Analysis
- Chart of Accounts
- Twelve Month P and L
- Ledger Budget Figures
- Ledger History Figures
- Consolidated Cash
- List Journals
- Consolidated Account Balance


Copyright 2010 © FullHouse Software, Inc.

**Property.** These selections are a short cut to specific property reports. The available selection are as follows:

- Property List
- Unit List
- Vacant Units
- Income Per Unit
- Vacancy Loss
- Future Vacancies
- Owner List
- Management Fees
- Owner Labels
- Owner Profit Report
- Owner 1099

More information can be found in Chapter 11—Reports.

**Tenant**. These selections are short cuts for going to specific tenant/member reports. The reports available are as follows:

- Fee Roll
- Fee Detail
- Fee Summary
- Member Ledger Card
- Delinquent Member
- Global Member Directory
- Fee Recap
- Member Labels
- Security Deposit
- Lease Expiration
- Fee Increase
- Billing
- Billing Register
- Member Form Letter
- Aged Account Receivables
- Unit / Member Information

More information on all of these reports can be found in Chapter 11—Reports.

**Vendor.** These selections are short cuts for going to specific vendor reports. The available reports are as follows:

- List of Vendors
- Vendor Ledger Card

Copyright 2010 © FullHouse Software, Inc.

- Vendor 1099
- Vendor Labels
- Vendor Form Letters

More information on all of these reports can be found in Chapter 11—Reports.

**View Screens.** There are three spreadsheet-like window available for viewing:

- View Cash Receipts
- View Disbursements
- View Transactions

These options bring up a form where you may select the criteria for viewing. While these journal windows are not printable, they can
be very useful for tracking down any errors that might occur.

**Receipts**

**Change or Delete Receipts..** This option is used to reverse or change miscellaneous and short-term receipts. See Chapter 9—Receipts for more information.

**Enter Miscellaneous Receipts..** This option will ring up a window that will allow you to enter receipts that are not from a tenant / member. See Chapter 9—Receipts for more information.

**Enter Short Term Receipts.** This allows you to record short term or irregular rentals, where a Tenant Ledger is not justified. See Chapter 9—Receipts for more information.

**Enter Tenant NSF / Reversals. .** This option will allow you to reverse a receipt or charge for a Non-Sufficient Funds check. See Chapter 9—Receipts for more information.

**Enter Tenant/Member Receipts.** This will ask you to choose an account and then take you to the Cash Receipts window. Here you may enter tenant / member receipts. See Chapter 9—Receipts for more information.

 Copyright 2010 © FullHouse Software, Inc.

**Post NSF / Reversals.** This option will post any NSF or reversals that were not already posted at the time of their creation. See Chapter 9—Receipts for more information.

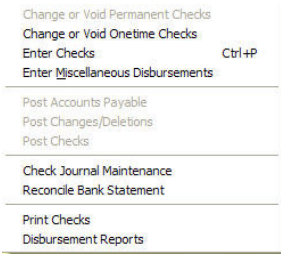
**Post Receipts**. This option will post any receipts that have not already been posted by the system. See Chapter 9—Receipts for more information.

**Print Deposit Slip.** This option is used to print a deposit slip of the day's receipts of the current active checkbook. See Chapter 9—Receipts for more information.

**Receipt Reports**. This option is a short cut that will bring up a window where reports may be generated, based upon receipts. See Chapter 9—Receipts for more information.

**Payable**

**Change or Void Permanent Checks.** This option is used to alter or void a master permanent check. See Chapter 10—Checks for more information.




**Change or Void Onetime Checks.** Selecting this option will open the Change / Delete window where you may change or delete onetime checks. See Chapter 10—Checks for more information.

**Enter Checks.** Selecting this option will open the Checks window where you may write checks. Either one time or permanent checks may be created here. See Chapter 10—Checks for more information.

**Enter Miscellaneous Disbursements.** This option brings up a window where you can enter payments that do not need a check printed.

**Post Accounts Payable**. If you are using accrual method accounting, this option will post your accounts payable. See Chapter 10—Checks for more information.

Copyright 2010 © FullHouse Software, Inc.

**Post Changes or Deletions.** Select this option to post (record) the changes and deletions that you may have made with one of the above options. Normally you will post all changes and deletions as soon as you make them, however, if this is not possible, they may be posted by selecting this option. See Chapter 10—Checks for more information.

**Post Checks.** This option is only available after you have printed checks (if computer generated), or after you create the checks (for manual). By posting checks, the information is updated throughout the database. See Chapter 10—Checks for more information.

**Check Journal Maintenance.** This selection is used to set up permanent checks and delete incurrent checks, which clutter the database. See Chapter 10—Checks for more information.

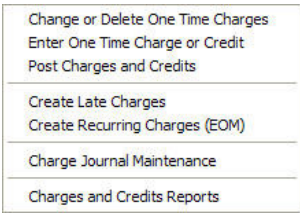
**Reconcile Bank Statement**. By clicking this option the bank reconciliation window will be displayed. This is used to record cleared checks. Bank charges and fees can also be entered here. See Chapter 10—Checks for more information.

**Print Checks.** This option is used to print checks and test checks. This is only used if you select computer generated MICR checks. See Chapter 10—Checks for more information.

**Disbursement Reports.** This selection is a shortcut to the Disbursement reports window. See Chapter 10—Checks for more information.


Copyright 2010 © FullHouse Software, Inc.

**Charges**


Change or Delete One Time Charges
Enter One Time Charge or Credit
Post Charges and Credits
Create Late Charges
Create Recurring Charges (EOM)
Charge Journal Maintenance
Charges and Credits Reports

**Change or Delete One Time Charges.** This selection is used to change or delete a one time charge or credit. This option is only available before the charges and refunds are posted. Once they are posted a one time charge or refund may only be changed with another one time charge or refund. See Chapter 8—Charges and Refunds for more information.

**Enter One Time Charge or Credit.** This selection will bring up the charge/credit window where a one time, non-standard charge, refund or correction may be made to a tenant/member. See Chapter 8—Charges and Refunds for more information.

**Post Charges and Credits.** This option is only available if you did not choose to post your charges or refunds previously. See Chapter 8—Charges and Refunds for more information**.**

**Create Late Charges.** Selecting this option will bring up the Late Charge window where late charges may be created using various methods. See Chapter 8—Charges and Refunds for more information.

**Create Recurring Charges (EOM)** This function ends creates recurring charges for your tenants (rent) or members (assessment) and zeros out month-to-date figures. This used to be called "End of Month Close" but it never really closed anything. See Chapter 8— Charges and Refunds for more information.

**NOTE:** Creating charges is a good time to backup your database. Without regular and frequent updates the possibility of data corruption increases.

**Charge Journal Maintenance.** This selection brings up the charge journal maintenance window where old charges and the checks that paid them may be deleted for the current active Checkbook. See Chapter 8—Charges and Refunds for more information.

Copyright 2010 © FullHouse Software, Inc.

**Charges and Credits Reports.** This item is a short cut to the Charges reports window. See Chapter 8—Charges and Refunds for more information. See Chapter 8—Charges and Refunds for more information.


Copyright 2010 © FullHouse Software, Inc.

**Journal**

**Enter Journal Entries.** This option is used to bring up a window where you may make general journal entries. See Chapter 6—Accounts for more information.

**Reoccurring Journal Maintenance.** When regular, monthly general journal entries are needed, this option brings up the reoccurring journal window. Here you may enter, edit or delete reoccurring entries. See Chapter 6—Accounts for more information.

**Post Journal Entries.** Normally, journal entries are posted at the time they are created. However, if for some reason this is not done, journal entries may be posted with this option. See Chapter 6—Accounts for more information.

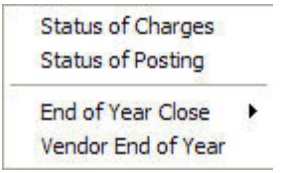
**Post Reoccurring Transactions**. If any reoccurring journal entries have been made, clicking on this option will post all of the entries. WARNING: Each time this option is selected ALL of the reoccurring entries will be posted. Even reoccurring entries that you have already posted. If you push the Post button three times that entry will be posted in General Journal three times. See Chapter 6—Accounts for more information.

**Report Journal Entries to be Posted.** This selection is used as a short cut to create a report listing of all journal entries, except reoccurring entries, to be posted throughout the system. This option is only available when there is an entry to be posted. See Chapter 11—Reports for more information.

**Report Recurring Journal Entries.** This option is a short cut to bring up a report that will list all of the reoccurring journal entries that are active for this Checkbook. See Chapter 11—Reports for more information.

Copyright 2010 © FullHouse Software, Inc.

**Closes & Status**



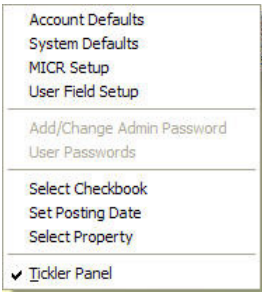

**Status of Charges.** This item will bring up a window that will show which months have been charged in this fiscal year. This can be used to make sure that you do not double charge a month. Included for backward compatibility only. See Chapter 14—Closes for more information.

**Status of Posting.** This selection will bring up a window that contains a checklist of items to be posted and whether or not they have been posted. Information about where the items are located and shortcut buttons that will automatically post everything are listed here.

**End of Year Close.** This option is used once per checkbook per fiscal year. It automatically clears out all excess data, cleans up the Chart of Accounts and determines the overall amount of profit or loss per checkbook and each of its properties. End of Year Close is always done after the End of Month Close. See Chapter 14—Closes for more information.

**Vendor End of Year.** This option clears out all of the vendors' 1099 information for the previous year. This should be done once per year after the End of Year Close and after all 1099s have been generated. See Chapter 14—Closes for more information.

**Tools**




**Account Defaults.** This menu item brings up a window which sets up account defaults, C.A.M. Passthroughs and report options for the current checkbook. See Chapter 3—Properties and Chapter 6—Accounts for more details.

**System Defaults.** This selection is used to set up default check writing information and backup options. See Chapter 10—Checks for more information.


Copyright 2010 © FullHouse Software, Inc.

**MICR Setup.** This selection is used to store and format information for MICR generating checks. See Chapter 10—Checks for more information.

**User Field Setup.** This selection brings up a window where user defined tenant / member fields may be entered. See Chapter 5—Tenants / Members for more information.

**Add / Change Admin Password.** This option is only available if the user logged in with the Administrator Password. By clicking here, the current "master" password may be changed. Simply enter the new password, press Enter, then re-enter the password. If they match, the new password will become the "master" password. If you do not wish to have a password simply press Enter twice and the password will be blank. Until an Administrator Password is added, the password login window will not be displayed.

**User Passwords.** This option is used to create and edit limited use passwords. This option is only available if the Administrator Password was used to log in. Clicking on this option will open the User Password window.

1. If you have not yet created a password, the system will ask if you would like to create one at this time.
2. If you answer no the window will close, otherwise, the Security window will ask for a new password and all the features to which you want access with this password.
3. If there is already one or more User Password, click **Add** to create a new one.
4. Enter the new password, and click on all the features you want active. Click on **Save** and the new password is complete.

**User Passwords** also allows you to edit passwords.

1. First locate the password using the arrow bar on the lower left corner of the Security window.
2. After the desired password is located it may be edited by clicking on and off the options or by changing the password and then clicking on **Save**.
3. You may delete a password by locating it and clicking on **Delete**.
4. After you have completed creating, editing or deleting User Passwords, click on **Finish** to return to the main window.

Copyright 2010 © FullHouse Software, Inc.

**Select Checkbook.** This option changes the current active checkbook. It is identical in use to clicking on the Checkbook button under Current Settings. See Chapter 2—Checkbooks for more information.

**Set Posting Date.** This option has the identical function as the Date button on Current Settings. This will change the posting date, not the computer's built in date.

**Select Property.** This selection changes the current active property. It is identical in use to clicking on the Property button under Current Settings. See Chapter 3—Property for more information.

**Tickler Panel.** Checking this option will display the tickler panel in the main screen; unchecking it will hide the tickler panel. The tickler panel includes a grid of upcoming events, and a small browser window with tips and update information from FullHouse Software.

**Help**

**Contents.** This option brings up the contents page for the online help manual.

**Search for Help on**… This selection brings up the Windows' Help file index. Type in a key word and the Help file will find the information for you.

**Check for Updates**. This checks the FullHouse web site for updates to IPM Classic. If a download is available it asks you if you want to download it, and it will automate the entire update process.

**User's Manual.** This option displays this manual

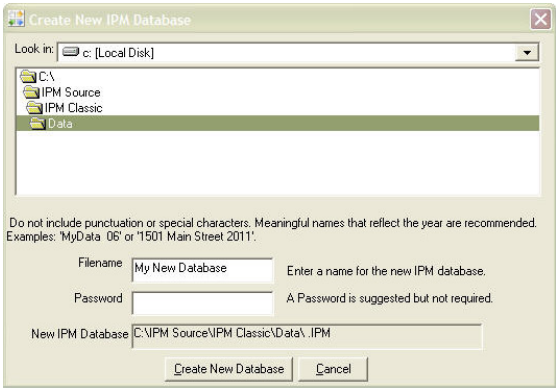
**Support.** By selecting this a splash window with information about getting in touch with IPM technicians is displayed.

**Update History.** This option displays all the fixes and enhancements applied to your current release of IPM Classic.


Copyright 2010 © FullHouse Software, Inc.

**About IPM.** Clicking on this selection will display a window stating the copyright, current version, serial number and some key information about your computer system. This is also where you can register and activate IPM.

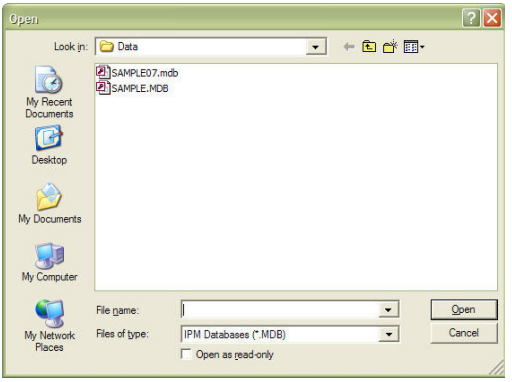
## Creating a New Database




1. Click on **File| New IPM Database** and the Create New IPM Database window will be displayed.
2. The name and path of the database you're creating is displayed at the bottom of the window, next to the "New IPM Database" prompt.
3. On the left side is a window that displays the folder in which the database will be created.
4. The cursor, by default, is located in the File Name field. Enter a name for the new file. The name can be up to eight characters long and may contain both letters and numbers. The .MDB extension will automatically be added. We recommend that the last two letters be the last digits of the current year, i.e. "mydata08".
5. Press **Tab**. The cursor will move to the next field, Password. Enter a password. This will be the Administrative Password and will allow for the complete use of the software and allow you to set up other passwords.
6. Click on **Create New Database**. The system will initialize the database and the Create New IPM Database window will close.
7. The newly created database will be automatically opened.
8. Enter or accept the Post Date given and click on **OK.**
9. The first step in entering the data is to create a new Checkbook (see Chapter 2—Checkbook).

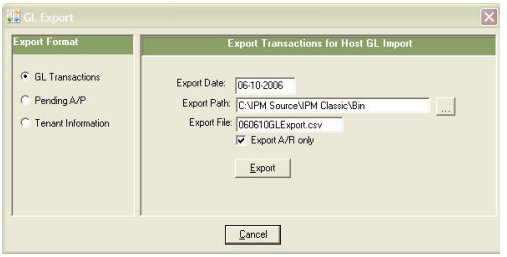
## Opening a Database

Copyright 2010 © FullHouse Software, Inc.




1. Click on **File** | **Open IPM Database** and the Open window will be displayed.
2. Check to be sure that the drive and folder where the database is located is correct. If it is not, change the drive and/or the folder.
3. On the left side is the File name box containing ***.MDB.** The box below this lists all the database files found in this drive and folder. Locate the name of the database to be opened and left click on it.
4. The name will be highlighted and will replace ***.MDB** in the File name field.
5. Click on **OK** and the database will be opened.
6. When prompted, enter the password and click on **OK**.
7. Change the Post Date and press **OK**.

## Export

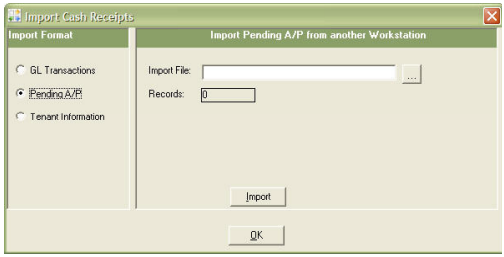



The export screen allows you to export GL Transactions for other accounting software, export pending A/P (checks) for printing on another workstation, or export tenant data for other applications. To use this screen:

1. Select the Export format, either GL Transactions, Pending A/P or Tenant Information
2. Verify the defaults on the right side of the screen, including the path and file name. If you change the path or filename, be sure to note where you're putting the exported file.
3. Click **Export** to create the file.


Copyright 2010 © FullHouse Software, Inc.

## Import



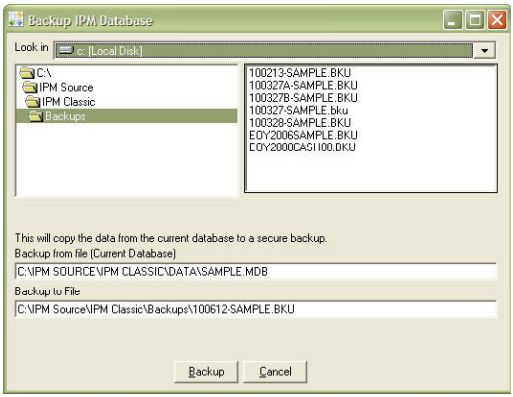

The import function allows you to use data from other formats or other workstations in IPM. You can import GL transactions from and Excel spreadsheet, import unprinted checks, or import tenant information.

To use the Import screen:

1. Select the Import format, either GL Transactions, Pending A/P or Tenant Information
2. Find the file to import. Click the **...** button to browse to find the correct import file. Excel Spreadsheets have to be in a specific format worked out between you and FullHouse software; Pending A/P requires a file created by IPM's Export, and has the extension of ".exp". Tenant information is generally a comma-separated text file in a format established between you and FullHouse Software.
3. Click **Import** to add the data from the external file to IPM.

## Backing up an IPM Database

A backup is a compressed, encrypted copy of your entire database. In other words, a backup is a copy of your data in a special format that can be undone (know as restored) into a usable format.




In the age of computer viruses, maintaining a good set of

Copyright 2010 © FullHouse Software, Inc.

backups is vitally important.

We recommend creating your backup on your network, to another drive rather that where you keep your active databases. Your administrator can then back up the data along with the rest of your system automatically.

If you do not have a system administrator doing daily and weekly backups and off-site backups, we recommend you doing a backup daily to another hard drive, memory stick or removable hard drive then burning a CD from that information regularly. A good practice is to keep at least one copy of the CD offsite as part of a comprehensive disaster recovery plan.

IPM does support backups to hard drives, floppy disks and writable CDs. The key here is to make sure you have a cycle of backups so that if one fails, you have another one to go back to. We recommend at keeping at least 5 daily backups and one weekly backup. With CDs or floppy disks, this means having separate sets of disks for each backup. If you are backing up to a hard drive on your network, remember to back up according to a naming strategy that works for you. If you have only one database, "Monday", "Tuesday", etc. will work; if you have several databases, a simple "M","T","W", "Th","F" will work as party of the name: MD06M, MD06Th, etc.

**We recommend that you backup all databases at least once a week and immediately prior to closing the books.**

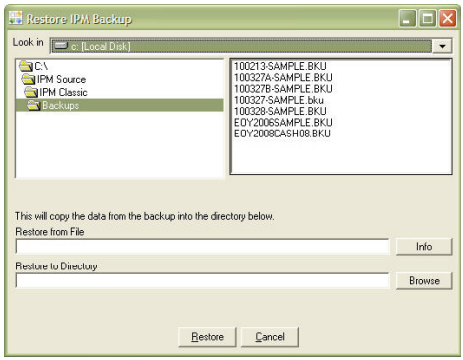
1. Click on **File** | **Backup Database** and the Backup IPM Database window will be displayed.
2. If the backup is to be made to an external source, CD-RW or diskette, click on the Drive field and change the drive to reflect the output source.
3. Click on **Backup**. The database will be compressed and stored onto your chosen source.
4. When the backup is complete remove the external source, label and store in a safe place.

## Restoring From a Backup

1. Click on **File** | **Restore IPM Backup.** The restore window will be displayed. If the backup is on an external source insert it into the drive.
2. Change drive and folder to where the backup is located.


Copyright 2010 © FullHouse Software, Inc.

The name of the backup files located in the folder and drive will be listed in the left box. Locate the name and click on it.

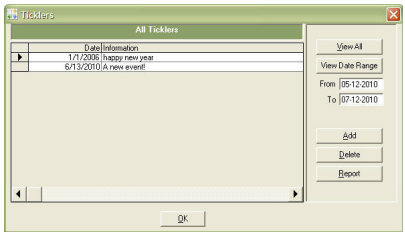



3. Be aware that the backup contains an entire database. For example, say you have a backup named "MDMon.bku" that you made from MD06.MDB: when you restore from this backup, it will create a database called MD06.MDB. If you are restoring a database to the folder where your active databases are, you may **OVERWRITE** (replace) the database of the same name. You will get a warning about overwriting a database if that's going to happen.
4. Click **Restore**.
5. The system will display a notice that Restore will not open the database. Click on **OK.**
6. Follow the instructions on the window to replace external sources if prompted.
7. When the file is restored it must be opened—even if the file restored has the same name as the one that is currently open. See **Open IPM Database** for instructions on doing this.

## Ticklers

Ticklers (also called Memos) are reminders with brief messages. They're useful for warning about lease expirations, appointments or follow-ups. They can be displayed on a popup screen, or on a panel at the right side of IPM's main screen.

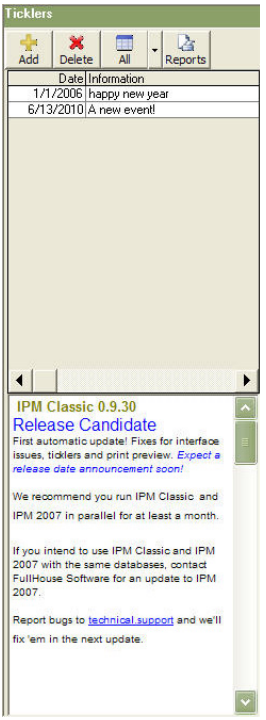
The Tickler panel consists of a toolbar, a grid of existing ticklers, and a browser screen at the bottom. The toolbar allows you to add or delete items,




Copyright 2010 © FullHouse Software, Inc.

to select which ticklers are displayed, and to print tickler reports. Add and Delete are handled on the Tickler form. Clicking on an item on the grid will also display the tickler form.

Here's how to add a tickler:


Ticklers
Add
Delete
All
Reports
Date
Information
1/1/2006
happy new year
6/13/2010
A new event!
IPM Classic 0.9.30
Release Candidate
First automatic update! Fixes for interface issues, ticklers and print preview. Expect a release date announcement soon!
We recommend you run IPM Classic and IPM 2007 in parallel for at least a month.
If you intend to use IPM Classic and IPM 2007 with the same databases, contact FullHouse Software for an update to IPM 2007.
Report bugs to technical support and we'll fix 'em in the next update.

1. Press **F9**, click on the grid or click the Add button and the tickler window will be displayed. By default, it will bring up all ticklers using the computer's system date (as opposed to IPM's Posting Date).
   To locate Ticklers by date range, fill in the two date fields and click on **Tickler Range**. By default, the tickler range is pre-set for one month before and after the current month. Alternatively, all Ticklers can be displayed by clicking on **All Tickers.**
2. A tickler can be added by clicking on **Add Ticker**. In the displayed window, enter the date applicable for the memo, then the memo itself. The memo can be cancelled by clicking on **Cancel** or entered by clicking on **OK.**
3. Deleting a tickler is as simple as clicking on it and then clicking on **Delete.**
4. Clicking on **Report** can generate a report of ticklers by date range. Enter the date range and select output format.
5. When done click on **OK.**


Copyright 2010 © FullHouse Software, Inc.

# Chapter 2: Checkbooks

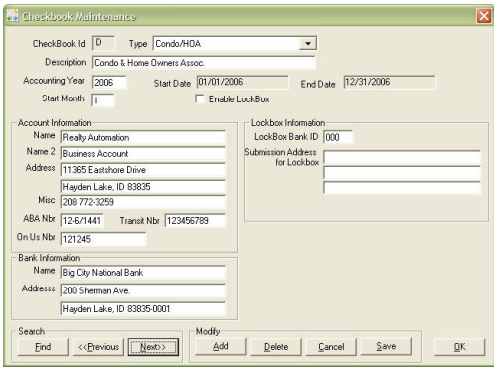
## Overview

As stated earlier, the Checkbook is the single most important part of an IPM database. It roughly approximates your operating account at the bank, and represents all the business that goes on in tat account. Generally it contains one or more properties in a common classification (business, residential, homeowner's assoc., et al.), representing a single owner or group of owners. There is nothing quite as broad in IPM as the Checkbook. While reports, checks and receipts can cross properties, nothing can cross checkbooks. Once again, think of the hierarchy of IPM: Checkbooks contain multiple properties that contain multiple properties that contain multiple units that contain multiple tenants.

## The Checkbook Window

### Checkbook ID.

The Checkbook ID is automatically assigned by IPM. The ID cannot be changed. IPM support an almost unlimited number of checkbooks in a single database.




Copyright 2010 © FullHouse Software, Inc.

**Type.** The Type indicates the category of properties that are managed in that checkbook. The four types are:

1. Business or Commercial
2. Condominium
3. Residential
4. Self Storage

Each category customizes the program in some way, usually by changing terminology. These categories do not limit, however, the possibilities of this program. For example; marinas, P.O. Boxes, garages, etc. can be managed using any type of checkbook. Similarly, a checkbook keyed to business can be used in managing a residential property.

**Description.** Each checkbook must have a brief description. Usually, the name of the owning or controlling body, the name of the complex as a whole, or some other descriptive name that will help keep the checkbooks separate.

**Accounting Year.** Even if you run you fiscal year from June to May, the fiscal year must be set. Being completely Y2K compliant, the year must be entered as a four digit number. For example, the year 2000 must typed as 2000, not 00.

**Start Month.** The first month of the fiscal year is set here. Normally this is a "1" for January and so on.

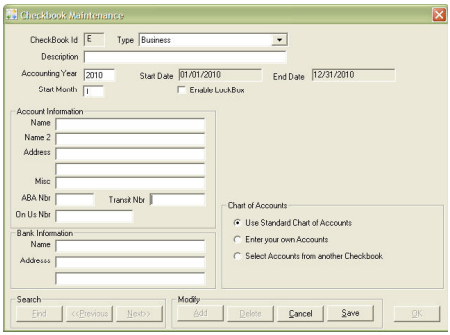
**Chart of Accounts.** When adding a checkbook, the Chart of Accounts option will become visible. It has three options available:

1. Use Standard Chart of Accounts (recommended)
2. Select Accounts from another Checkbook
3. Enter your own Accounts

We strongly recommended that you use the Standard Chart of Accounts. If that doesn't work for you, select 'Enter your own Accounts' for the first checkbook you create. Immediately create the chart of accounts (see Chapter 6—Accounts). Only after that chart of accounts is working properly should you add other checkbooks. When choosing 'Select Accounts from Another Checkbook', a box will be displayed and will prompt you to select an existing checkbook whose chart of accounts is to be the model for the new checkbook.

 Copyright 2010 © FullHouse Software, Inc.

## Adding a Checkbook




1. Click on the **Checkbooks** icon and the Checkbook window will be displayed.
2. If you have not set up a checkbook for the current database, the program will ask you if you wish to set one up. If you click **No**, it will close the window.
3. If this is not the first checkbook for this database click on **Add**. The Checkbook ID will be assigned automatically. This cannot be changed.
4. Select the Type: Business, Residential, Condo/Hoa, or Mini Self Storage. Do not be concerned if your type of property does not fit into one of these categories, or if it fits into multiple categories. Just pick the category that is closest to your needs. For example if you are managing a marina you might choose self storage. This selection will change certain prompts and screen titles in IPM, most notably for HOAs/Condos, where "Tenants" become "Members".
5. Press **Tab** or click on the field marked Description and enter an identification for easy keeping of records.
6. Press **Tab** or click on the Accounting Year field and enter a four digit fiscal year.
7. Click on **Save** if you wish to create this checkbook of **Cancel** to abort the process. If you click **Save**, the system will build the new checkbook and chart of accounts.
8. While you may add checkbook after checkbook, it is recommended that you complete one at a time. Completely set up the properties, units, tenants etc. for each checkbook before adding another one.
9. Click **Exit** and return to the Main Window, where the next step is to set up property. By default, the last checkbook created becomes the Active Checkbook.

Copyright 2010 © FullHouse Software, Inc.

## Switching Active Checkbooks

1. From the Main Window, click on the button next to **Checkbook**, under Current Settings, which is located in the upper right corner.
2. A window containing all of the checkbooks in this database will be displayed. Click on the checkbook you wish to make the Active checkbook.
3. A window showing all properties within the Active checkbook will be displayed. Click on the property you wish to make the Active property..A box will ask you for the system date. Either enter a new date or press **Tab** to select the date displayed.

### Changing the Post Date

1. Click on the button labeled **Date** under Current Settings and the Post Date window will be displayed.
2. Enter the new Post Date using MM-DD-YYYY format. Use four digits for the year.
3. Click **OK**.
4. If the date is more than 30 days from the previous Post Date, the system will display a warning message. If the new date is correct, click **OK**. If the new date is wrong, click **Cancel** and reenter the correct date.
5. If the year is incorrect because only two digits were entered or it was outside the fiscal year, click on **OK** and reenter the correct Post Date.
6. If the date is correct, the Post Date window will close and the new Post Date will become effective.

## Deleting a Checkbook

1. Deleting a checkbook is deceptively easy for something so profound. Once deleted, all of the properties, units, tenants, accounts, transactions etc. within that checkbook will be displayed.
2. Click on the **Checkbooks** icon (or **Updates** |


Copyright 2010 © FullHouse Software, Inc.

**Checkbook**) and click on **Find**.

3. A window with all the checkbooks for this database will be displayed. Click on the checkbook you wish to delete. The checkbook information will be displayed in the Checkbook window.
4. Click **Delete**.
5. When asked to confirm the deletion, click on **Yes** to complete the deletion process.
6. A list of all the remaining checkbooks in the database will be displayed after the deletion is complete. Click on the checkbook you wish to make the Active checkbook.
7. A window with all the properties for the active checkbook will be displayed. Click on the property you wish to be the Active property.
8. When prompted to enter the Post Date, either enter a new date or press **Tab** to accept the date displayed.
9. Repeat the above instructions to delete other checkbooks. When done, click on **Exit**.

Copyright 2010 © FullHouse Software, Inc.

Copyright 2010 © FullHouse Software, Inc.

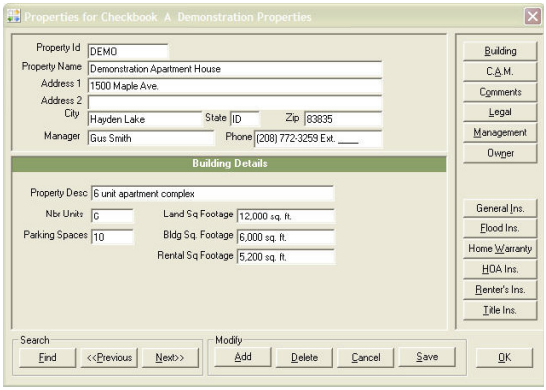
# Chapter 3: Properties

## Overview

The next most important element in IPM is the property. Generally speaking a property is any building or group of buildings that share an address. The number of units is irrelevant to this classification. IPM supports an unlimited number of properties available for each checkbook.

The layout of the Property window is such that many elements are grouped together. Click on one of the buttons on right, the relevant grouping of information is displayed.

## The Property Window




**Property ID.** The Property ID is used throughout IPM to represent a property, and can be up to 10 characters or numbers long. Once the Property ID is created and saved, the ID cannot be changed without deleting the entire property (and deleting a property also deletes its units and tenants!)

Copyright 2010 © FullHouse Software, Inc.

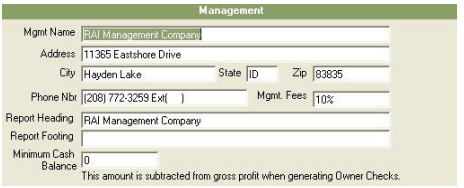
**Property Name.** The full name or description of the property can be inserted here.

**Address, City, State and Zip.** Here you will enter the street address, city, state and zip code of the property. A second address line is provided if needed.

**Manager.** The name of the property's on-site manager, superintendent, etc., if any, is entered here.

### Property Information Buttons

### Management

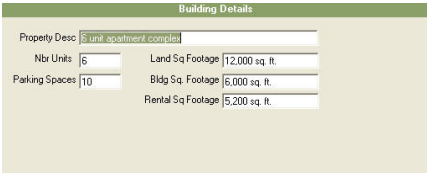



- **Mgmt Name**
  Your management company's name will be entered here. This is used for tenant/member billing and management fee checks.
- **Address, City, State and Zip**
  Your company's mailing address is entered here. Your address will be used for tenant/member billing and management fee checks.
- **Phone Nbr**
  Your company's telephone number will be entered here. This will be used on several reports intended for owners or tenant/members.
- **Mgmt Fee**
  A numeric value, followed by a percentage sign (%), that is used to indicate the percentage of one - nine accounts. This is used to generate management fee checks. If, for example, you received 10% of all rental income, **10%** would be entered in this field. The rental income account can be set in **Tools** | **Account Defaults** | **Management fees**.
- **Report Heading**
  One line of text that will be used at the top of financial reports. Typically the management company's name, the property manager's name, a contact number or the owner's name is entered here. See Chapter 11—Reports for more information.

 Copyright 2010 © FullHouse Software, Inc.

- **Report Footer**
  One line of text that will be used at the bottom of financial reports. Typically the management company's name, the property manager's name, a contact number or the owner's name is entered here. See Chapter 11—Reports for more information.
- **Minimum Cash Balance**
  If a number is entered here, the system will warn you when the cash in the bank for this property is about to drop below this amount.

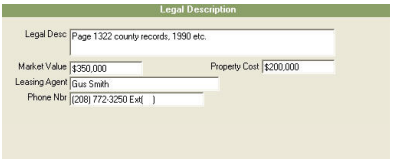
### Building Details




- **Property Descripton**
  A brief description of the property is entered here.
- **Nbr Units**
  Enter the total number of rentable units for this property.
- **Parking**
  Enter the total number of parking spaces, whether garage style or outside.
- **Land Sq. Footage**
  Enter the total square feet of the land/lot on which the property is located.
- **Bldg. Sq. Footage**
  Enter the total square feet of the buildings here.
- **Rental Sq. Footage**
  In this field, enter the total square footage of rentable units. Unlike the land and building square footage fields, this is used if C.A.M. passthroughs are based on the percentage of property rented. For example: a 1500 sq. foot unit in a building with 3000 sq. feet of rentable space could be liable for up to half of the common area maintenance, C.A.M., fees (like landscaping) for the property.

Copyright 2010 © FullHouse Software, Inc.

**Legal**




- **Legal Desc**
  Enter the legal description of the property, references to legal status of the property etc. in this location.
- **Market Value**
  For those who wish to do so, in this field the current market value may be entered.
- **Property Cost**
  Enter the actual purchase price in this field.
- **Leasing Agent**
  Enter the name of the leasing agent, if any, here.
- **Phone Nbr**
  If the property has a leasing agent, the agent's telephone number, with up to a four digit extension, may entered here.

**Comments**

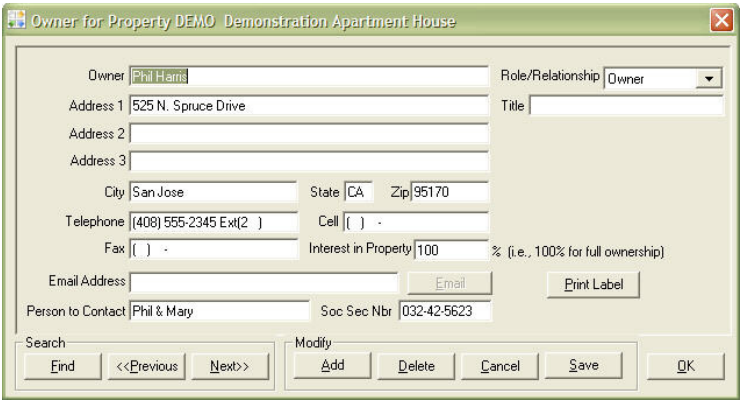
An unlimited amount of space is allowed to write notes about the property. These notes can, if desired, be printed into a Comments Report. See Chapter 11—Reports for more information.

**C.A.M.**.

If Common Area Maintenance passthroughs are used, the total to be collected can be stored here. Tenants/members may be charged on the basis of square footage, percentage or fixed amount or a combination of any of these. Until the C.A.M. passthroughs are initialized, nothing will be listed in this window. See Chapter 8—Charges for more information.


Copyright 2010 © FullHouse Software, Inc.

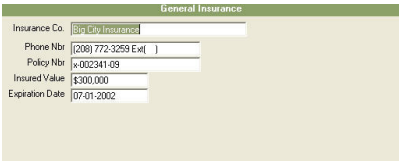
## Owner




Though it is common for all properties in a checkbook to have the same owners, it is also reasonable for every property to have its own, unique set of owners.

- **Owner**
  Enter the owner's name in this field.
- **Address, City, State and Zip**
  Enter the owner's mailing address in these fields. A second address field is supplied if needed.
- **Phone**
  Enter the owner's telephone number here. A four digit extension has been allowed.
- **Person to Contact**
  It can sometimes be embarrassing when you do not know how to address the owner (or the owner's manager). For this reason, the field is a valuable asset.
- **Interest in Property**
  The total percentage of ownership, without the percentage symbol (%) is entered here. The percentage is used for writing owner checks. The total of all Interest in Property fields for a single property must equal 100.
- **Soc Sec Nbr**
  The owner's social security number is entered here. Certain reports, specifically government forms, require the owner's social security number. If the number is stored here it will be used where needed.


Copyright 2010 © FullHouse Software, Inc.




- **Insurance Co**. The company name of the insurance carrier is entered here.

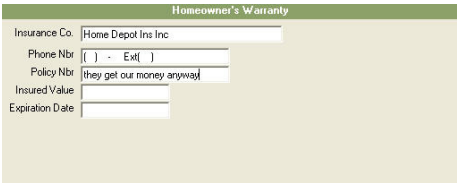
- **Phone Nbr**
  The Insurance company's or agent's telephone number with up to a four digit extension, will be entered here.

- **Policy Nbr**
  The insurance policy number is entered here for easy reference.

- **Insured Value**
  The total value of the policy can be entered here.

- **Expiration Date**
  Probably the single most important of the Insurance fields, the policy's expiration date will be entered here. However, the program will not automatically warn you of this deadline unless you create a Tickler memo. See Chapter 1—Main Window.

**Homeowner's Warranty**




- **Insurance Co**
  The company name of the insurance carrier is entered here.

- **Phone Nbr**
  The Insurance company's or agent's telephone number with up to a four digit extension, will be entered here.

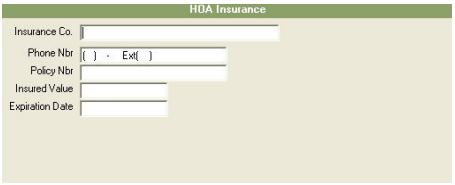
- **Policy Nbr**
  The insurance policy number is entered here for easy reference.


Copyright 2010 © FullHouse Software, Inc.

- **Insured Value**
  The total value of the policy can be entered here.

- **Expiration Date**
  Probably the single most important of the Insurance fields, the policy's expiration date will be entered here. However, the program will not automatically warn you of this deadline unless you create a Tickler memo. See Chapter 1—Main Window.

**HOA Insurance**




- **Insurance Co.**
  The company name of the insurance carrier is entered here.

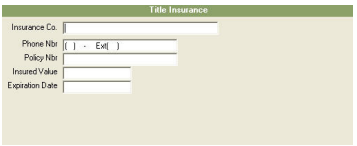
- **Phone Nbr**
  The Insurance company's or agent's telephone number with up to a four digit extension, will be entered here.

- **Policy Nbr**
  The insurance policy number is entered here for easy reference.

- **Insured Value**
  The total value of the policy can be entered here.

- **Expiration Date**
  Probably the single most important of the Insurance fields, the policy's expiration date will be entered here. However, the program will not automatically warn you of this deadline unless you create a Tickler memo. See Chapter 1—Main Window.

**Renter's Insurance**




- **Insurance Co.**
  The company name of the insurance carrier is entered here.

Copyright 2010 © FullHouse Software, Inc.

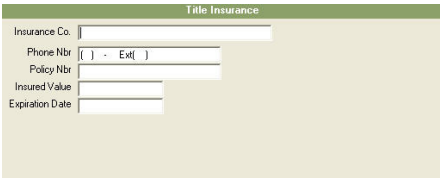
- **Phone Nbr**
  The Insurance company's or agent's telephone number with up to a four digit extension, will be entered here.

- **Policy Nbr**
  The insurance policy number is entered here for easy reference.

- **Insured Value**
  The total value of the policy can be entered here.

- **Expiration Date**
  Probably the single most important of the Insurance fields, the policy's expiration date will be entered here. However, the program will not automatically warn you of this deadline unless you create a Tickler memo. See Chapter 1—Main Window.

**Title Insurance**




- **Insurance Co.**
  The company name of the insurance carrier is entered here.

- **Phone Nbr**
  The Insurance company's or agent's telephone number with up to a four digit extension, will be entered here.

- **Policy Nbr**
  The insurance policy number is entered here for easy reference.

- **Insured Value**
  The total value of the policy can be entered here.

- **Expiration Date**
  Probably the single most important of the Insurance fields, the policy's expiration date will be entered here. However, the program will not automatically warn you of this deadline

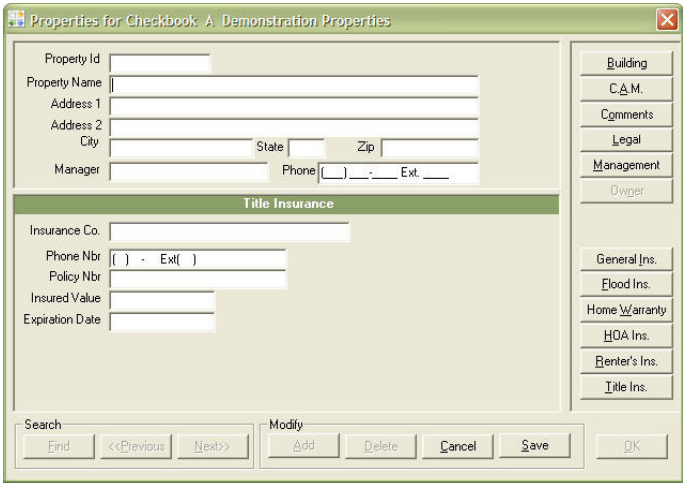

Copyright 2010 © FullHouse Software, Inc.

unless you create a Tickler memo. See Chapter 1—Main Window

## Adding a New Property

1. Make sure the correct checkbook is active. Under Current Settings see the Checkbook button and click on the letter if you wish to change the checkbook.
2. Click on the **Property** icon and the property window will open. If there are no properties in this checkbook the system will ask if you want to add a checkbook, click **Yes**.
3. If this is an addition property click on **Add**.
4. In the Property ID field enter the ID of the property. This can be up to 10 letters and/or numbers in length. Once the ID is set it cannot be changed without deleting the entire property.
5. Press **Tab** or click on the **Property Name** field. Enter the property's name.
6. Press **Tab** or click on **Address, City, State and Zip** to enter the property's physical address. A second Address line has been provided if needed.
7. Click on **Manager** and enter the on-site manager's name. If the property does not have an on-site manager, leave the field blank.
8. Click on **Phone** to enter the manager's telephone number, if no manager leave the field blank.
9. The remaining fields don't need to be filled at this time, however we recommend that they are. They are all the Property Information buttons that were covered just before this section.
10. Saving your new property is very easy, simple click on **Save** and then click on **OK** and you are done.

Copyright 2010 © FullHouse Software, Inc.



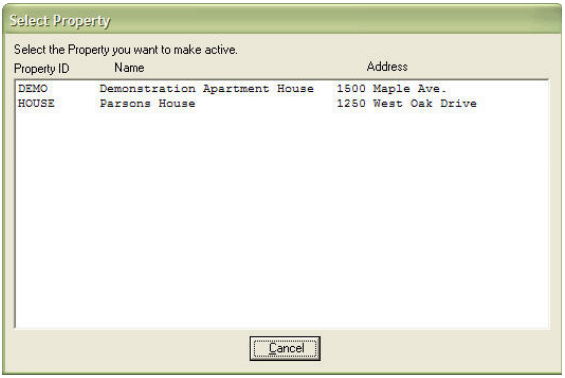

We recommend that you only add one property at a time. This will be easier and less confusing than adding multiple properties all at once.

## Changing a Property

Properties can be changed at any time. Only the Property ID is unchangeable. To change the Property ID you must delete the entire property's transactions, tenants and units.

1. Click on the **Property** icon and open the Property window.
2. Click on **Find** and a box will with all of the Active Checkbook's properties will be listed. Click on the property you wish to edit. The property information will be displayed.
3. Edit and change the information. Only the Property ID must remain the same.
4. When done click on **Save**. Repeat the above for all the properties in that checkbook, if desired.
5. When completely done with all properties in the active checkbook click on **Exit**. The Property window will close.


Copyright 2010 © FullHouse Software, Inc.




## Changing the Active Property

1. Make sure the correct checkbook is active. If it is not, change the checkbook so that your desired checkbook is active.
2. Click on the button labeled **Property** under the Checkbook button in Current Settings. It will list all properties in the active checkbook.
3. Select the property you wish to change to and the window will close.

## Deleting a Property

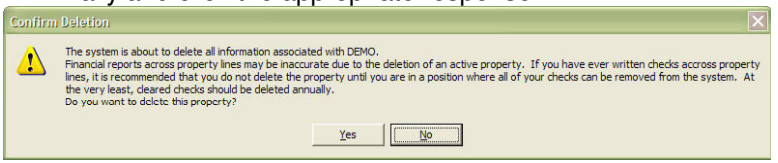
Deleting a property is a big step. If done in the middle of the accounting year, it is quite possible that the accounting will be thrown off by a significant amount. It is highly recommended that properties be deleted just before the end of the year close or after all of the checks have been deleted.

If you have written checks across property lines, it is imperative that the checks be cleared out prior to deleting a property. If this is not done, IPM will attempt to recreate the deleted property. This will continue until the checks are finally deleted. See Chapter 10—Checks for more information.

1. Click on the **Property** icon and the Property window will open.
2. Click on **Find** and a box with all properties in the active checkbook will be displayed. Click on the property you wish to delete. The property information be displayed.
3. Click on **Delete**.
4. The system will display a warning message and ask you to

Copyright 2010 © FullHouse Software, Inc.

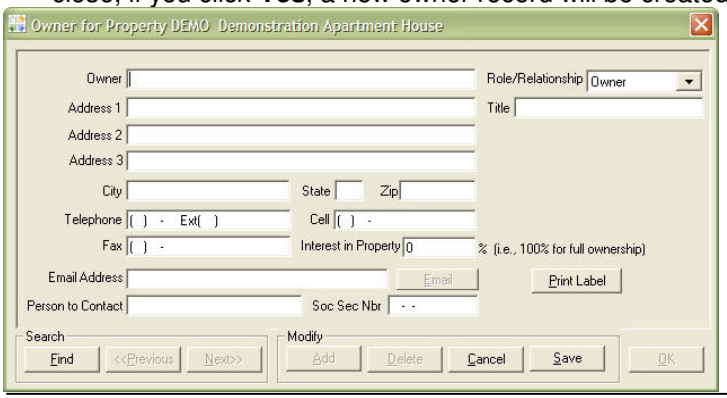
confirm the deletion. If you do not wish to delete this property click **No**, if you do wish to delete this property click **Yes**. The system will send a second warning to doubly confirm that you do wish to delete this property, decide finally and click the appropriate response.


Confirm Deletion
The system is about to delete all information associated with DEMO.
Financial reports across property lines may be inaccurate due to the deletion of an active property. If you have ever written checks accross property lines, it is recommended that you do not delete the property until you are in a position where all of your checks can be removed from the system. At the very least, cleared checks should be deleted annually.
Do you want to delete this property?
Yes
No

5. The Select Property window will be opened and allow to select the active property for the current active checkbook.
6. If you wish to delete more properties repeat steps 2-4 until all properties are deleted in the current checkbook.
7. When completed, click on **Exit** and close the Property window.

## Adding an Owner

1. Make sure you are in the correct checkbook, if not change to the appropriate checkbook by clicking on the Checkbook button under Current Settings.
2. Click on the **Property** icon.
3. Click on **Find**, a list of properties in this checkbook will be displayed. Click on the property to which you wish to add an owner.
4. Click on **Owner** and the Owner window will open. If the property has no recorded owner the system will ask if you want to add an owner. If you click **No** the owner window will close, if you click **Yes**, a new owner record will be created.





Copyright 2010 © FullHouse Software, Inc.

If this is not the first owner of the property, click on **Add** and a blank owner record will open.

1. Enter the owner's name in this field.
2. Enter the owner's mailing address in these fields. A second address field is supplied if needed.
3. Enter the owner's telephone number here. A four digit extension has been allowed.
4. It can sometimes be embarrassing when you do not know how to address the owner (or the owner's manager). For this reason, the Person to Contact field is a valuable asset. (Example, an IPM user named Adair, whom I addressed as 'Sir' – she found it amusing!)
5. The total percentage of ownership, without the percentage symbol (%) is entered here. The percentage is used for writing owner checks. The total of all Interest in Property fields for a single property must equal 100.
6. The owner's social security number is entered here. Certain reports, specifically government forms, require the owner's social security number. If the number is stored here it will be used where needed. If owner is not an individual leave the field blank.
7. Click on **Save**. If more owners are to be added for this property click **Add** and repeat the process.
8. When completed click **Exit** and Property window will close.

## Changing an Owner

1. Make sure you are in the correct checkbook. If not change the checkbook in the Current Settings.
2. Click on the **Property** icon and the Property window will be displayed.
3. Click **Find** and the list of properties in the active checkbook will be displayed. Click on the property you wish to edit.
4. Click on **Owner** and the Owner window will open, if multiple owners click on **Next** and **Prior** to find the proper owner.
5. Make the necessary changes and click **Save**.
6. When all changes have been made in the current property owners click **Exit** to return to the Property window.

## Deleting an Owner

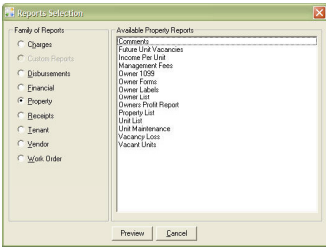
1. Make sure the correct checkbook is active. If not change the checkbook in the Current Settings on the upper right corner.
2. Click on **Property** icon and the Property window will open.

Copyright 2010 © FullHouse Software, Inc.

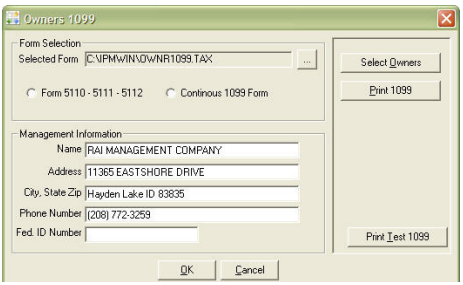
3. Click **Find** and a list of properties will be displayed. Click on the property from which you wish to delete an owner.
4. Click on **Owner** and the Owner window will open, if multiple owners click **Next** or **Prior** to find the owner you wish to delete.
5. Click **Delete**. The owner will be deleted without a confirmation or warning.
6. Continue deleting owners or click **Exit** if you have completed the task.

## Generating Owner 1099s

1099s should be generated at the end of the year, just prior to the End of Year Close. A 1099 Misc must be generated for each Owner in each checkbook according to IRS rules (Contact the IRS for more complete and current information).




1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Reports** icon and the Reports Selection window will be displayed.
3. Click on **Property** and then click on **Owner 1099**. The Owner 1099 window will be displayed.




4. Click on **Select Form**. An **Open** dialog box will appear. Click on ownr1099.tax and click **OK**.
5. Click on Payer's Federal ID Number and enter the tax ID number.


Copyright 2010 © FullHouse Software, Inc.

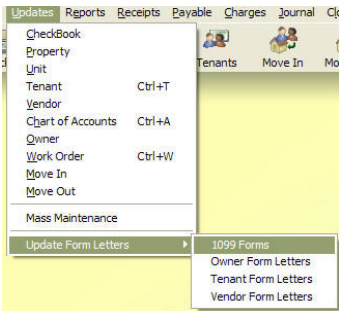
6. The management information will be pulled from the active property file so nothing has to be entered in these fields.
7. Click on **Select Owners** and an Expert Query window will be displayed. Though you can choose to select any owners you wish, the recommendation is to select all owners. See Generating Vendor 1099s, page 109, for more information on the Expert query.

5. e
6. Click on Print Test 1099 and make sure that everything is lined up. If the form lines up, click on Print Vendors 1099. If the 1099 for is not aligned properly, either adjust the paper feeder, or, if that doesn't work, the 1099 must be adjusted (see Adjusting the 1099, below).
7. When done click on **OK** and the Owner 1099 window will close.

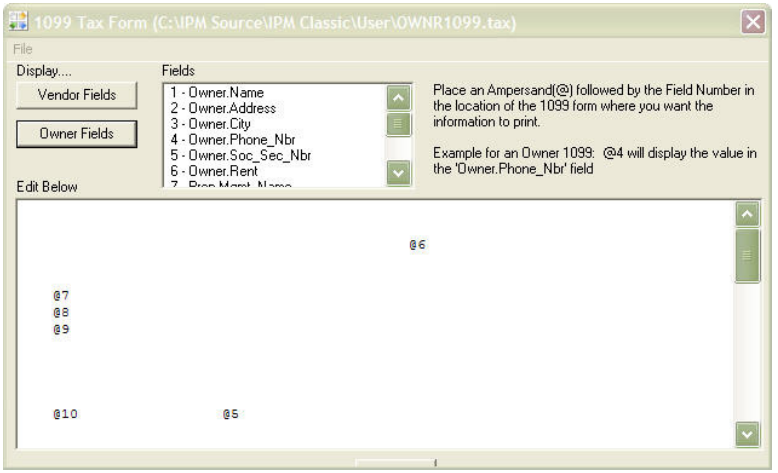
## Adjusting the Owner 1099

If the 1099 form is not aligned correctly, it may be necessary to adjust the 1099 form.

1. Click on **Updates | Update Form Letters | 1099 Forms** and the 1099 tax form will be displayed.




Copyright 2010 © FullHouse Software, Inc.




2. Click **on File| Open 1099 Form** and a File dialog box will open. Click on **Ownr1099.tax**. Click on **OK** and the File dialog box will close.
3. Click on **Owner 1099 Form** to display the key for the Vendor 1099. The fields needed to create a 1099 are listed in the upper left corner of the window. For Vendor 1099s they are numbered 1-11. To insert the fields, an ampersand symbol (@) followed by the number of the field is inserted into the document. For example: to insert the Owner's tax number,enter **@10** on the main window.
4. The Ownr1099.tax form already has the numbers in the proper locations (these are correct as of 2004). Adjust the form by adding spaces, extra lines and so on, until it lines up with the 1099 form.
5. When done click on **File | Save 1099 Form** in the 1099 Tax Form window.
6. Click OK to close the 1099 Tax Form window.
7. Test the 1099 form through **Reports | Property | Owner 1099** and clicking on Print Test 1099.


Copyright 2010 © FullHouse Software, Inc.

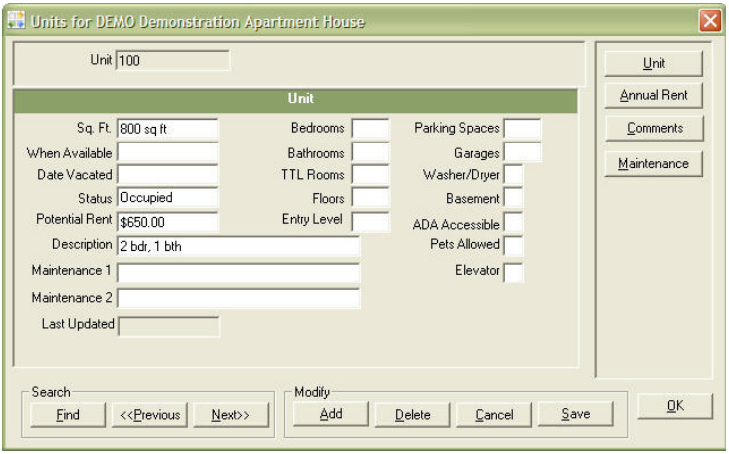
# Chapter 4: Units

## Overview

Each property can contain one or more units. Each unit can have one or more tenants/members. Most property management software packages make the unit and tenant/member synonymous, causing confusion when a unit is unoccupied or there are multiple tenants/members. IPM allows you to keep track of multiple tenants/members in a single unit and keep records of a unit which is unoccupied, say for maintenance purposes.

The Unit window is similar to the Property window, it too has the Information buttons on the right side of the window. These are meant to make it easier to keep track of each units individual costs, earnings and status.

## The Units Window




**Unit.** A unit number is required. This can be any letter, number or combination of the two. Once entered, the only way to change the Unit is to delete the Unit and reenter it. Single unit properties, such as residential houses are required to have a Unit, these should be given the * asterisk (Shift 8) as a Unit number.

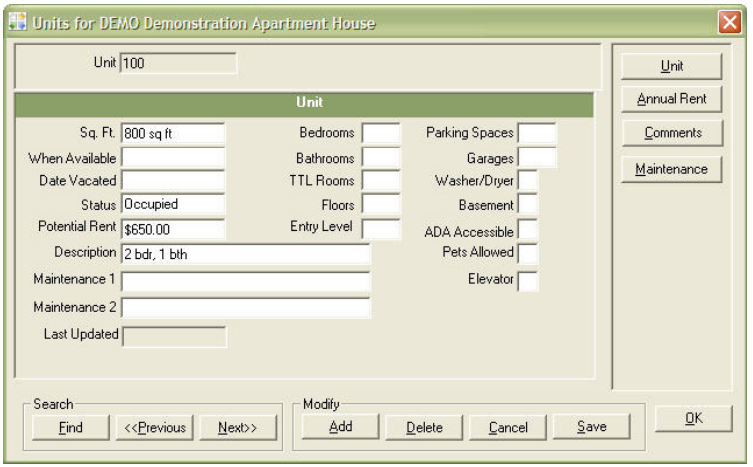
Because units may have letters, numbers and/or symbols, the

Copyright 2010 © FullHouse Software, Inc.

sorting process is alphabetical rather than numerical. As such each character is sorted individually. For example, units numbered 1-15 would be ordered as 1,10,11,12,13,14,15,2,3… In order to have the numbers sorted correctly the must all contain the same amount of characters. So instead of numbering 1-15 the units should be numbered 01-15. As long as the null character is a zero the sort will be numerical.

**Unit Information Buttons**

**Unit**




- **Sq. Ft.**
  The square feet of the unit is entered here. If the square footage of the property was also entered, C.A.M. passthroughs may be billed based on square footage.
- **When Available**
  If the date when the unit is going to become available for rent is known, it may be entered here. This field is used for generating the Future Vacancy Report. See Chapter 11—Reports for more information.
- **Date Vacated**
  This field should be left blank. The date when the last tenant moves out will automatically be inputted into this field.
- **Status**
  This field will be blank when the unit is initially set up. However as tenants are moved in and moved out of the unit, Occupied and Vacant will be displayed here. Vacancy reports, among others, are keyed off of the status of the


Copyright 2010 © FullHouse Software, Inc.

units.

- **Potential Rent**
  Several reports make issue of rent lost either by a renting discount rate or simple vacancy. The Potential Rent field should contain actual, desired rent for the unit. While this value is highly subjective, it can be used to determine whether the unit and its property are doing well or not.
- **Description**
  A brief description of the Unit is recommended. This can be used as a quick verbal reference, and shows on different reports.
- **Maintenance 1**
  Up to one line of text can be inserted, describing any maintenance issues for this unit. This field is for reference only and has no relevance to the optional Work Orders.
- **Maintenance 2**
  Up to one line of text can be inserted, describing any maintenance issues for this unit. This field is for reference only and has no relevance to the optional Work Orders.
- **Bedrooms**
  Enter the number of bedrooms in the unit. This number shows up on vacancy and other reports.
- **Bathrooms**
  Enter the number of bathrooms in the unit. The industry standard counts a room with toilet, sink, bathtub and shower as a full bath; without a tub, the room is a ¾ bath, and with only sink and toilet a ½ bath. This number shows up on vacancy and other reports
- **TTL Rooms**
  Enter the total number of rooms in the unit. Normally, this number doesn't include the bathrooms. This number shows up on vacancy and other reports
- **Floors**
  Enter the number of floors in the unit. This number shows up on vacancy and other reports
- **Entry Level**
  Enter the floor level at which you enter the unit. For example, enter '2' for a unit on the second floor of a building. This number shows up on vacancy and other reports.

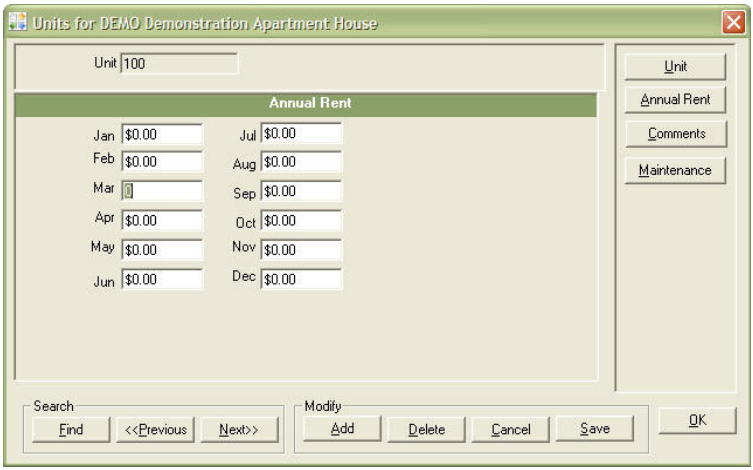
Copyright 2010 © FullHouse Software, Inc.

- **Parking Spaces**
  If the unit has assigned parking spaces, enter the number here. This number shows up on vacancy and other reports.
- **Garages**
  If the unit has one or more garage spaces, enter the number here. This number shows up on vacancy and other reports.

Washer/Dryer
  If the unit has a washer and dryer (or washer and dryer hookups), enter Y here. This value shows up on vacancy and other reports.

- **Basement**
  If the unit has is in a basement or has a basement enter Y here. This value shows up on vacancy and other reports.
- **ADA Accessible**
  If the unit meets or exceeds the requirements set by the Americans With Disabilities Act, enter Y here. This value shows up on vacancy and other reports.
- **Pets Allowed**
  If you allow the tenant to have pets, enter Y here. This value shows up on vacancy and other reports.
- **Elevator**
  If the unit is accessible by an elevator enter Y here. This value shows up on vacancy and other reports.

**Annual Rent**

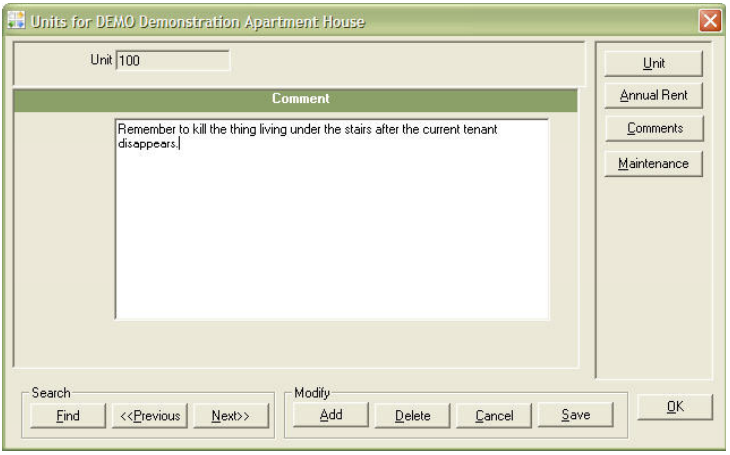



Twelve fields, each labeled from January to December will list the rent received for that unit for the fiscal year. The

 Copyright 2010 © FullHouse Software, Inc.

information placed here is automatically updated and the values should not be altered except at the advice of an IPM technician.

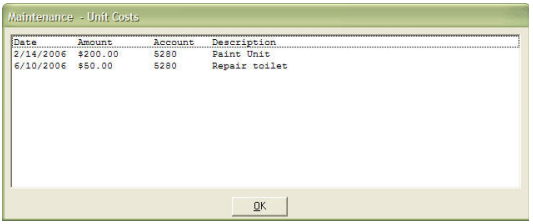
### Comments




IPM allows for unlimited comments on the unit.

### Maintenance

This shows all the maintenance applied to the unit through IPM work orders; this is an automatic function.




## Adding a Unit

1. Make sure the correct checkbook and property are active. If not change the checkbook in the Current Settings on the upper right corner.
2. Click on the **Units** icon. If there are no units in this property the system will ask if you wish to add a new unit. Click **Yes** if you do wish to add a unit, **No** if you do not wish to add a unit. If yes, a new unit record will open, if no, the window will close.
3. If there are units already in this property, click on **Add**, a new, blank unit record will opened.

Copyright 2010 © FullHouse Software, Inc.

4. Enter the **Unit Nbr**, up to ten letters, numbers and/or symbols. All units should contain the same number of characters to allow for accurate sorting. For example if your property has 100 units you would number them 001 to 100, using a zero in the null spaces.
5. Enter the **square footage** of the unit. If this is left blank the unit cannot be charged C.A.M. passthroughs based on square footage. If you choose to use an alternate form of measure, the system will still work, so long as all units are measured with the same system, example: meters, yards…
6. Enter the unit description. Usually the number of bedrooms and bathrooms, or a brief description for reporting. Complete the descriptive fields as necessary.
7. Enter a value for Potential Rent.
8. Click on **Save**. If more units are to be entered in this property, repeat the process until complete.
9. When all the units for this property have been entered click **OK** and the Units window will close.

## Changing a Unit

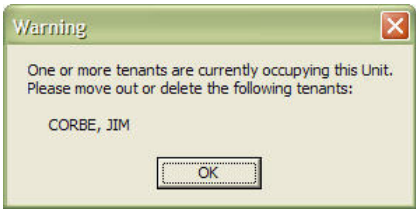
1. Make sure the correct checkbook and property are active. If not change the checkbook in the Current Settings on the upper right corner.
2. Click on the **Units** icon.
3. Click **Find** to list all units in the current property. Click on the unit you wish to edit.
4. Edit the information on the unit.
5. Click on **Save** to save the changes, or **Cancel** if you wish to ignore the changes.
6. Click on **Find** if you wish to edit more units in this property.
7. Click **Exit** once you are done making changes in this property.

## Deleting a Unit

1. Make sure the correct checkbook and property are active. If not change the checkbook in the Current Settings on the upper right corner.
2. Click on the **Units** icon.
3. Click **Find** to list all units in the current property. Click on the unit you wish to delete.
4. Click **Delete** and if the unit is occupied the system will display the name of the occupant and ask to confirm the


Copyright 2010 © FullHouse Software, Inc.

deletion. If you do not wish to delete the tenant/member and Unit at this time, click **No.** If you do wish to finalize the deletion, click **Yes.** If there are no tenants/members for this unit the confirmation request will not be displayed.


Warning
One or more tenants are currently occupying this Unit.
Please move out or delete the following tenants:
CORBE, JIM
OK

5. Click **Find** to delete more units if you wish.
6. Click **OK** when you have completed deleting units for this property.

Copyright 2010 © FullHouse Software, Inc.

Copyright 2010 © FullHouse Software, Inc.

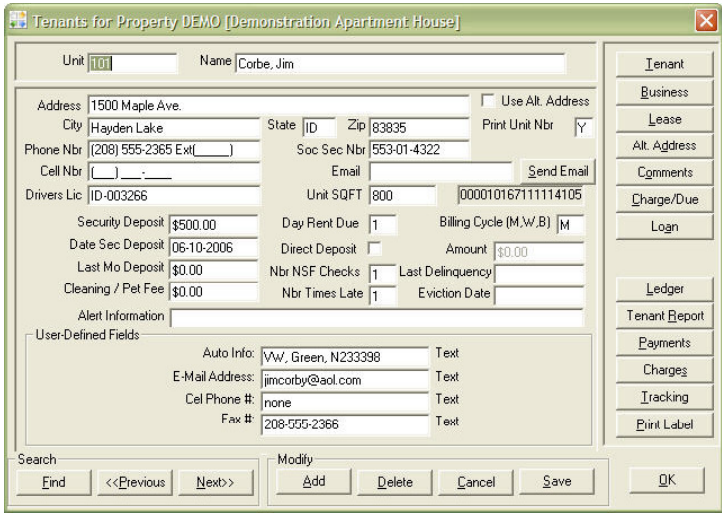
# Chapter 5: Tenants/Members

## Overview

Tenants and Members are the heart and soul of any property management system, for this reason the tenant window contains the most information.

The Tenant/Member window is such that many elements are grouped together. By clicking on one of the Information buttons, the relevant grouping of information is displayed.

## Tenant/Member Window




Copyright 2010 © FullHouse Software, Inc.

**Unit**
The Unit number can be selected by pressing **F7** and selecting the desired unit. Unlike many property management software systems, IPM allows for multiple tenants in a single unit.

**Name**
The name of the tenant/member, whether an individual or corporate entity, is required. The method for formatting the Name—e.g. "last name, first name" - is irrelevant. However, it is recommended that the same format be used throughout.

**Tenant Information Buttons**
**Tenant**

- **Address, City, State and Zip**
  The primary mailing address of the tenant/member. When a new tenant is created, the property address is inserted by default.
- **Alternate Address**
  If this box is checked, the tenant/member will have bills sent to the alternate address.
- **Phone Nbr**
  The tenant/members telephone number with up to a four digit extension allowed.
- **Soc Sec Nbr**
  The tenant's social security number can be stored here.
- **Drivers Lic**
  The tenant's driver's license number can be stored here for easy retrieval.
- **Unit SQ FT**
  The square feet of the unit is automatically inputted into this field. It is used primarily for C.A.M. passthroughs based on square footage rented. This number can be changed to alter the computation of any square footage passthroughs, without affecting the unit's stored square footage.
- **Print Unit Nbr**
  Entering **Y** in this space will print the unit number on billing and tenant labels. An **N** in this field will prevent the unit number from being printed.
- **Security Deposit**
  The amount of the security deposit is entered into this field. Although the user can alter this field, it is not necessary to


Copyright 2010 © FullHouse Software, Inc.

do so. The Move In/Move Out module will do this for you.

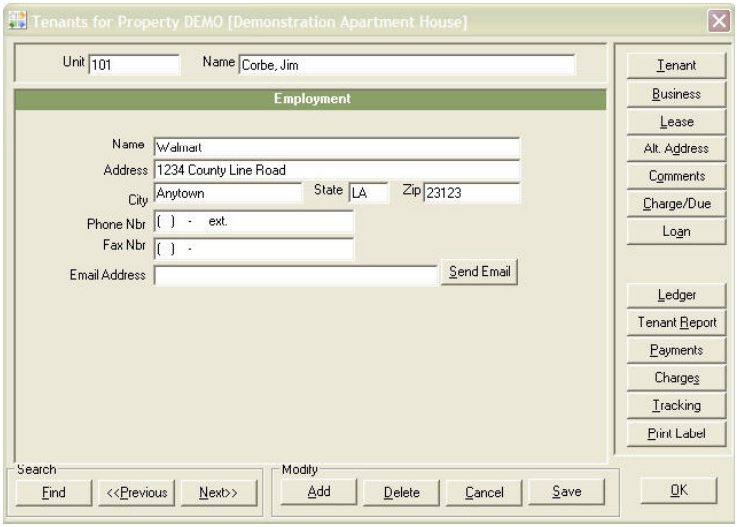
- **Date Sec Deposit**
  The date that the security deposit was received is recorded in this field. Like Security Deposit, this field is filled in when a tenant is entered using the Move In/Move Out feature. See Chapter 12—Move In/Move Out for more information.
- **Last Mo Deposit**
  The last month's rent is recorded in this field. The value is entered through the Move In/Move Out module. See Chapter 12—Move In/Move Out for more information.
- **Cleaning/Pet Fee**
  Any Cleaning or Pet Fee deposit is stored here. The value is entered through the Move In/Move Out feature. See Chapter 12—Move In/Move Out for more information.
- **Billing Cycle**
  IPM can handle different types of payment schedules. By simply entering a one-letter code, the system knows how often to process charges. Enter **M** for Monthly (once per month), **W** for Weekly (once per weekly), **B** for Biweekly (once every other week). This field is automatically entered through the Move In/Move Out feature, though it can be charged at any time. See Chapter 12—Move In/Move Out and Chapter 14—Closes for more information.
- **Day Rent Due**
  This field is only useful for monthly charges. When calculating late fees, the system checks the Post Date and compares the day to the number in this field to determine how many days the tenant/member is late. For weekly and biweekly schedule payments, the late fees are calculated differently and Day Rent Due should be entered as a **1**.
- **Nbr NSF Checks**
  The number of NSF checks that the tenant/member has submitted is stored here automatically. Whenever one of this tenant/member's checks is declared NSF, this field will increase by one. This value can also be changed directly in this field.
- **Nbr Times Late**
  Whenever a tenant/member is charged a late fee, the value in this field will be increased by one. The field can also be changed manually. No longer will you have to search your

Copyright 2010 © FullHouse Software, Inc.

records fo chronically delinquent tenants.

- **Last Delinquency**
  Many people go through hard times, and it is not always fair to judge someone on a few mistakes from three years ago. By glancing at this field, the date of the most recent late fee charge will be seen and allow you to make an informed judgment on this tenant/member. The Last Delinquency field is automatically filled in by the system whenever a late fee is generated for this tenant/member.
- **User Defined Fields**
  If any User Defined fields have been setup, they will be displayed here under the Tenant/Member heading.

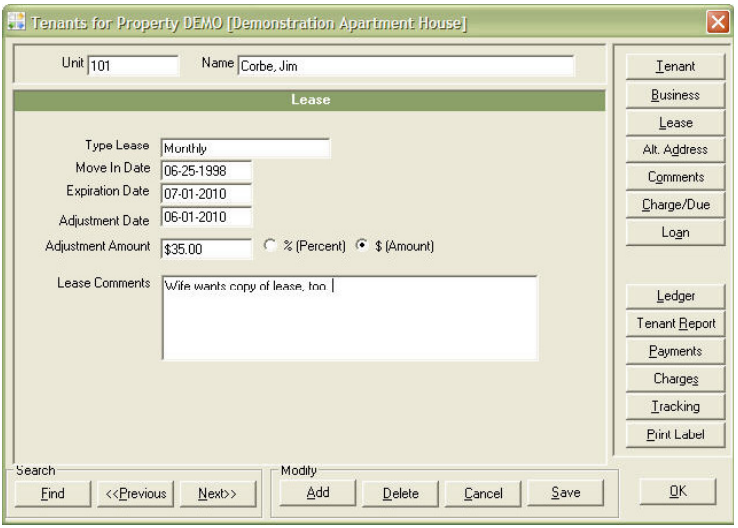
### Business




- **Name**
  The name of a tenant/member's employer can be listed in this field.
- **Address, City, State and Zip**
  A tenant/member's place of employment can be stored here.
- **Phone Nbr**
  The tenant/member's work number can be stored here. Up to a four digit extension is allowed.


Copyright 2010 © FullHouse Software, Inc.

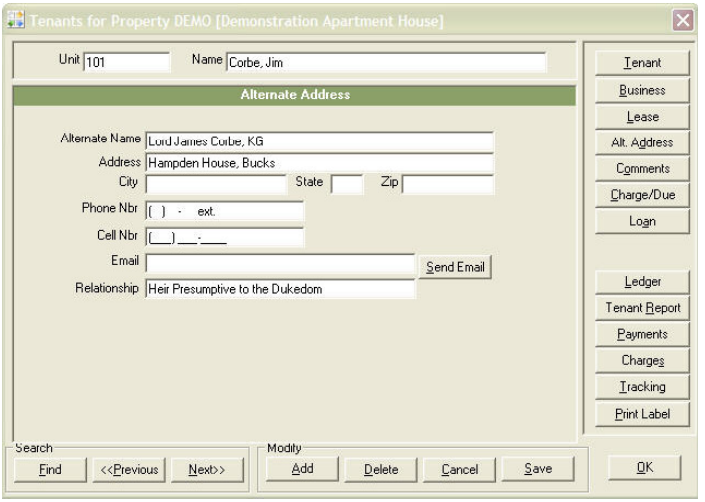
**Lease**




- **Lease Type**
  Enter the type of lease here. Possible types are: two-year lease, five-year lease, etc.
- **Commencement Date**
  The start date of the lease is entered here. This field is automatically filled when a tenant/member moves in using the Move In/Move Out feature of IPM.
- **Lease Expiration**
  Store the date when the lease will expire.
- **Adjustment Date**
  If you wish to set a deadline for renewing a lease, enter that date here.
- **Lease Comments**
  The comment field is unlimited. Write as many notes as needed.

Copyright 2010 © FullHouse Software, Inc.

**Alternate Address**

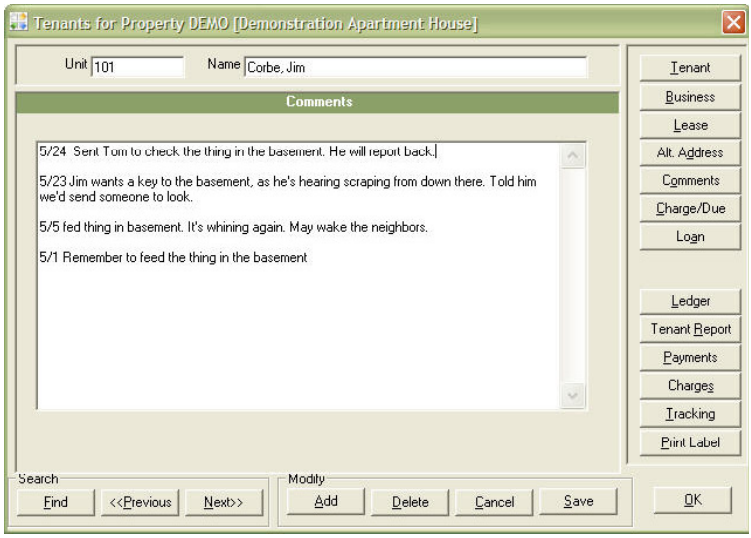



IPM has the capability of sending bills to alternate addresses. Simply fill in these fields and make sure that the Alternate box is checked in Tenant/Member window when you wish to use this address. Some people like to change residence from Winter to Summer. This feature allows them to keep up with their payments while in a different location.

- **Alternate Name**
  Enter an alternate name for the tenant/member here. If the Alternate Address feature is used this field must be entered, even if it is the same as the tenant/member's primary name.
- **Address, City, State and Zip**
  Enter the alternate address in these fields.
- **Phone Nbr**
  Enter the alternate telephone number in this field. A four digit extension has been allowed.

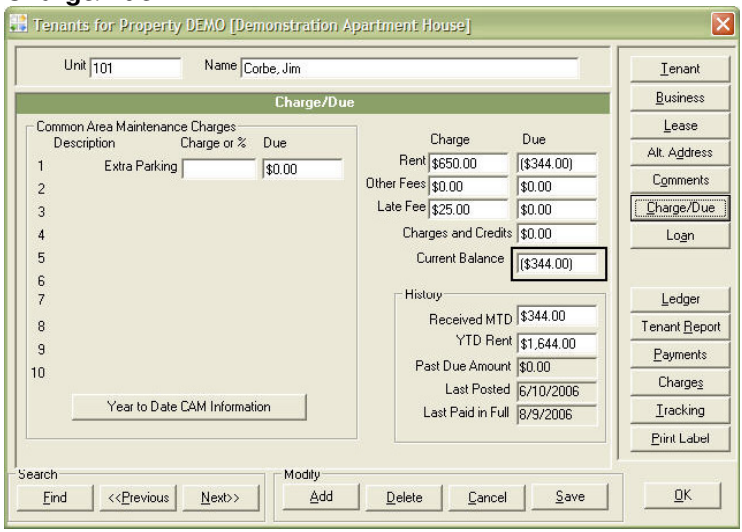

Copyright 2010 © FullHouse Software, Inc.

## Comments




An unlimited amount of notes may kept in the Comments field for each tenant/member.

## Charge/Due




This is perhaps the most important screen in IPM. It reflects the amounts to be charged periodically (usually monthly), and the amount due.

Copyright 2010 © FullHouse Software, Inc.

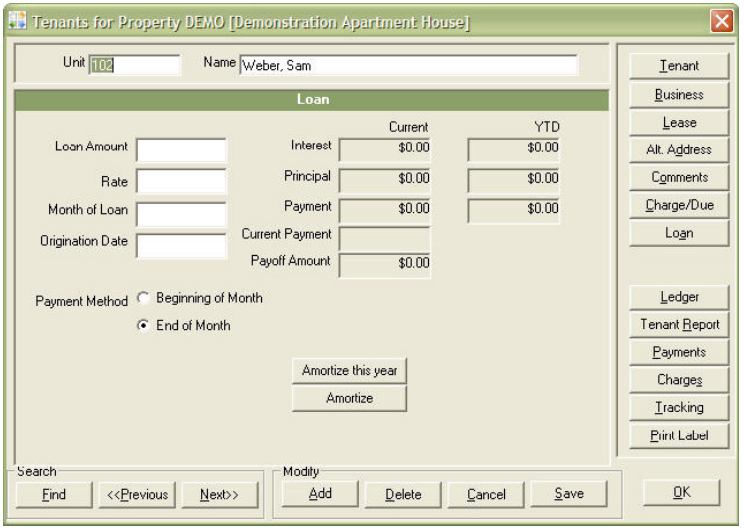
- **Charge Column**
  The fields in the Charge columns represent the fees that are charged each cycle, monthly, weekly and biweekly, to the tenant/member. Whenever charges are created, the value entered into one of the Charges fields will be added to the total in the Due column. See Chapter 8—Charges for more information.
- **Due Column**
  The Due column lists the total charges that have accumulated for the tenant/member. Simply put, this is what the tenant/member currently owes in rent and fees.
- **C.A.M. Charges**
  Common Area Maintenance Passthroughs, if they have been set up (**Tools** | **Account Defaults** | **C.A.M. Billing Accounts**), will be displayed, 1—10 on the left side of the window. The Charge field does not have to be a fixed amount, instead, there are various formulae that can be employed in determining the actual fee assessment.
  - **S/F**Error! Bookmark not defined.—The tenant/member will be charged according to square footage of their unit. The total value of the C.A.M. Passthrough must be entered in the Property window under the C.A.M. Property Information heading. For example, if the tenant rents 1500 sq of a building with a rentable sq of 4500, he would be responsible for one third the amount entered under C.A.M. in Property Information in the Property window.
  - **##%** - The tenant/member is charged a percentage of the total charge that is entered in the Property window under C.A.M. Property Information heading. For example, a tenant having a 50% charge of a C.A.M. Passthrough that is entered as $4000.00 will be responsible for paying $2000.00.
  - **$##.##** - This is the simplest method. The tenant is charged a fixed amount. If $25.50 is entered in the Charge field, $25.50 will be added to the Due field after each billing cycle.
  - **I**—The tenant is charged interest for a loan. A loan must be created for the tenant for this feature to work.
  - **P**—The tenant is charged the Principle for a loan. A loan

must be created for the tenant for this feature to work.

- **Year to Date C.A.M. Information**
  Clicking on this button displays a window that lists the total amount of charges for the year of each C.A.M. Passthrough, including the total paid, the total charged to everyone in the property, and the percentage of the total paid by the current tenant.
- **Rent**
  The rent, if any, is stored in these fields. The Due column is what is currently owed, while the Charge column represents what is added to the Due column each period.
- **Other Fees**
  Other fees, if any, are stored in this field. The Due column shows what is currently owed, while the Charge column shows what is added to the Due column each period.
- **Late Fee**
  This field is more complex and versatile than it first appears. Like all other Charge/Due rows, the Due field is what is currently owed, while the Charge field represents what is added to the Due field whenever the tenant/member is late making a payment. Only put a value in the Due column if the late fees are charged on a flat fee schedule. See Chapter 8—Charges for more information.
- **Charges and Credits**
  This field contains the total amount due in one time charges and credits. Entering a one time charge or credit can only change this field. See Chapter 8—Charges for more information.
- **Current Balance**
  The total of all the Due fields is summed up in this field and is the amount that the tenant owes. It cannot be changed, though changing the other due fields will change the value of the Current Balance.

Copyright 2010 © FullHouse Software, Inc.

**Loan**



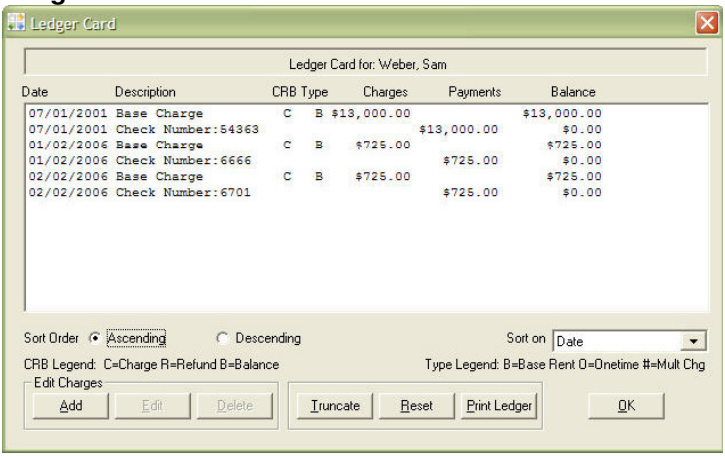

Any tenant may have one loan active at any one time. By using the Loan feature, the interest and principle figures are automatically broken down and recorded by the system. In addition, once the loan has been paid off, the charges will no longer be accrued.

- **Loan Amount**
  If the tenant has taken out a loan that is paid to the property manager, the amount of the loan can be entered here.
- **Rate**
  The number entered here, can either be a whole number followed by a percentage sign (%) or a decimal and then a number. For example, 10% and .10 are both valid ways to enter 10% compounded interest. However, 10 would be interpreted as 1000%, be sure there is a decimal before the number.
- **Month of Loan**
  The total number of payments is entered here. By the time that number of months has passed, the loan will be paid off.
- **Payment Method**
  Loans can be paid either at the beginning of the month or the end of the month. Click on the method that suits you best, the interest is compounded differently depending upon which time period is chosen.


Copyright 2010 © FullHouse Software, Inc.

- **Amortize this Year**
  By clicking this button, the twelve payments for the current year will be displayed with their breakdown of interest and principle.
- **Amortize**
  By clicking this button, the whole loan will be amortized. Each payment will show how much is paid for capital and how much went toward the interest for the life of the loan.

**Ledger**


Ledger Card
Ledger Card for: Weber, Sam
Date Description CRB Type Charges Payments Balance
07/01/2001 Base Charge C B $13,000.00 $13,000.00
07/01/2001 Check Number:54363 $13,000.00 $0.00
01/02/2006 Base Charge C B $725.00 $725.00
01/02/2006 Check Number:6666 $725.00 $0.00
02/02/2006 Base Charge C B $725.00 $725.00
02/02/2006 Check Number:6701 $725.00 $0.00
Sort Order Ascending Descending Sort on Date
CRB Legend: C=Charge R=Refund B=Balance
Type Legend: B=Base Rent O=Onetime #=Mult Chg
Edit Charges
Add Edit Delete
Truncate Reset Print Ledger
OK

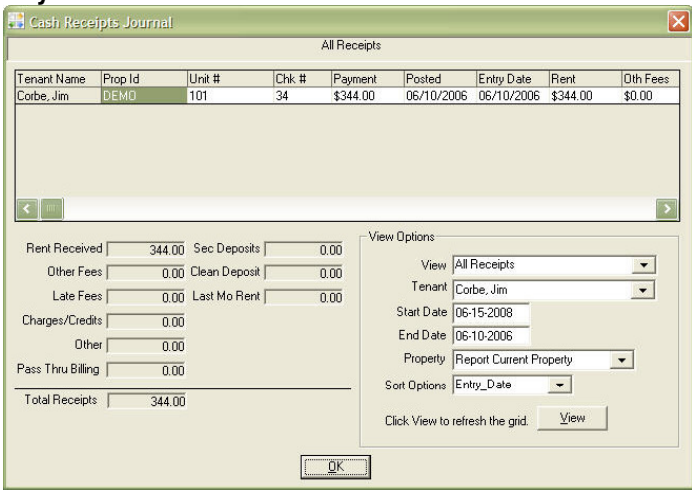
Clicking on this option displays the Tenant Ledger Card for the current tenant. Every detail is listed here. If, for whatever reason, the ledger does not reflect the Charges/Due window, an option will to reset the ledger will be displayed. The ledger can be printed by simply clicking on **Print Ledger**.

**Tenant Report**

Clicking on this button will print a detailed Tenant Report. Every field of the Tenant window will be listed in a quick easy to read format.

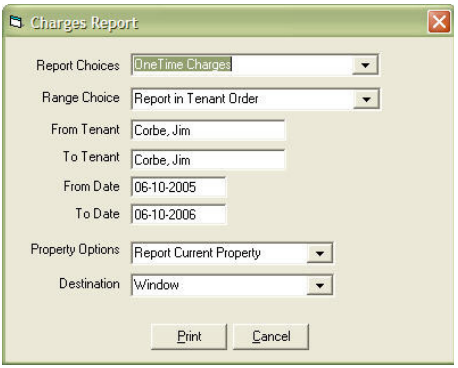
Copyright 2010 © FullHouse Software, Inc.

**Payments**




Clicking on this button brings up a useful spreadsheet of the Cash Receipts Journal. While it does not contain all of the information of the printed report, this window is easily customizable to get the totals and information you need quickly.

**Charges**




Choosing this option brings up the Charges Reports window. The current tenant information is filled in for easy creation. You can choose one of the options for the Report, Range, Property and even the destination of the report, you may choose to see in a window, saved as a file or printed. Whatever you choose, **Print Report** will follow your request.

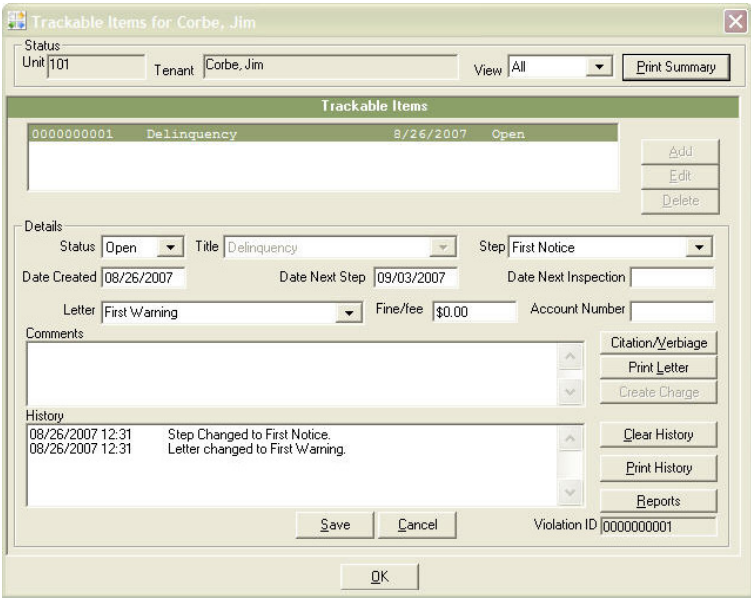

Copyright 2010 © FullHouse Software, Inc.

**Tracking**

The Tracking system is tied to each member, and available on the Member/Tenant screen. Select the "Tracking" button to access the Tracking screen.

The Tracking Items screen is divided in to three areas. At the top, you have a recap of the tenant and unit. From here you may select to view all, open or closed trackable items from the "View" dropdown. To print a summary of the tenant's items, click the Print Summary button.

The second area includes a list of all the items conforming to the View dropdown discussed above: all items, open items or closed items. Click on one of these items to select it, and double-click it to edit it. 'Edit' and 'Delete' buttons are also available at the right once an item is selected.




The largest area of the screen is the "details" area. This area contains all the information about the selected trackable item. From the top down, there's the "status" dropdown that allows you determine if the item is "open" or "closed" for reporting and viewing purposes. Beside that is the dropdown containing all

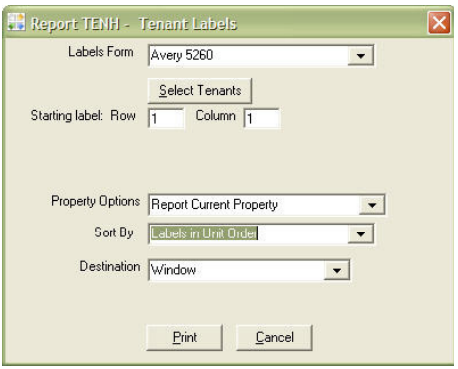
Copyright 2010 © FullHouse Software, Inc.

the defined "trackable items". For new items, you can select one of the items in the list, or type in a new title. If you type in a new title, no steps will be available, and you will have to manage the process yourself. If you select a trackable item established through the system defaults, the steps will be listed in the "steps" dropdown. The Date Created will automatically be filled when you save the item, and the Date Next Step will be calculated if the step you've selected has a "days" value assigned. You may change this date or the Date Next Inspection manually. The Letter will have the default letter you established for the particular item, but you can select any other Form Letter. Fines and Account numbers are also the ones you defined for the step. You can change the fine amount, and enter other account numbers when you create charges. Changes made to any of these fields are automatically logged in the History box as the bottom of the screen.

You may type in any information in the Comments box. This is a good place to record steps you've taken with residents, calls you need to make and their outcome.

At the right side of this sections are buttons that allow you to easily Create Charges if a fine is defined, print letters if a letter is defined, or view the citations and verbiage established for that particular item.

Beside the History box, you have tools to manage the history and reporting of this item. You can clear the history, print a list of the history, or access IPM's Tracking reports from here.




**Print Label**
This button allows you to easily print a single label for a tenant.

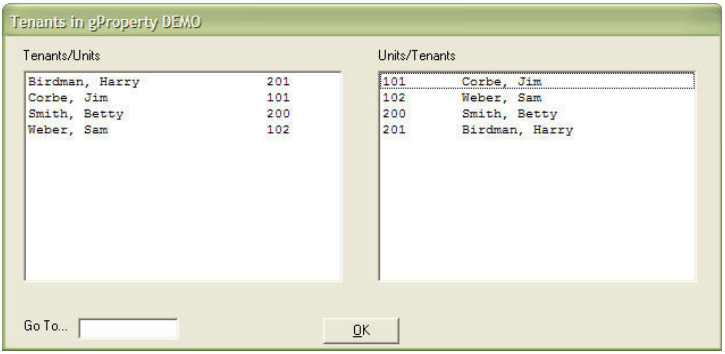

Copyright 2010 © FullHouse Software, Inc.

## Adding a Tenant

We recommend that new tenants be added through the Move In function. If you require additional information, it can be added at any time on the Tenant screen. See Chapter 12—Move In/Move Out for more information.

## Changing Tenant Information

1. Make certain that the correct checkbook and property are active. If the checkbook and property are not the ones you wish to edit, change them under Current Settings.
2. Click the **Tenant** icon.
3. Click the **Find** button. A box with a list of tenants for the current property will be displayed. Click on the tenant you wish to edit.




4. Change any of the information for the tenant. When done, click **Save**.
5. If another tenant in the same property needs editing, click **Find** and locate the next tenant.
6. When all tenants for the current property are edited, click **OK**.

## Changing Tenant Charges

Note: these are the standard monthly charges and not one-time charges. For information on one-time charges, see Chapter 8—Charges for more information.

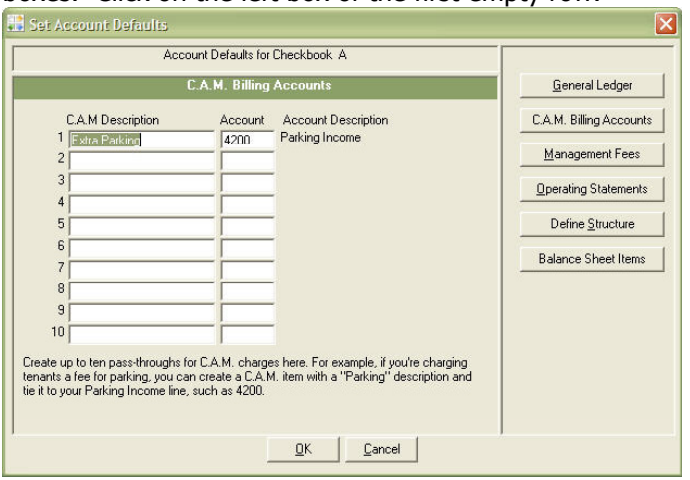
1. Make sure you are in the correct checkbook and property. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Charges** icon.

Copyright 2010 © FullHouse Software, Inc.

3. Click on **Charges** and a box with a list of tenants for the current property will be displayed. Click on the tenant to change charges.
4. Click on **Charges/Due** under Tenant/Member Information.
5. Change the values in the **Charge** columns. The next billing cycle will use the new value for determining rent.
6. If the C.A.M. charge total is being changed, see Chapter 8—Charges for more information.
7. Click on **Find** to select the next tenant to alter, if done click **OK**.

## Creating a C.A.M. Passthrough

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings. Note: C.A.M. Passthroughs once created, will be displayed in the Tenant Charges/Due window of all the tenants in the checkbook, regardless of property.
2. Click on **Tools | Account Defaults**. The Set Accounts Default window will be displayed.
3. Click on **C.A.M. Billing Accounts**. The **Billing Accounts** section will become visible.
4. The window should display ten numbered pairs of white boxes. Click on the left box of the first empty row.

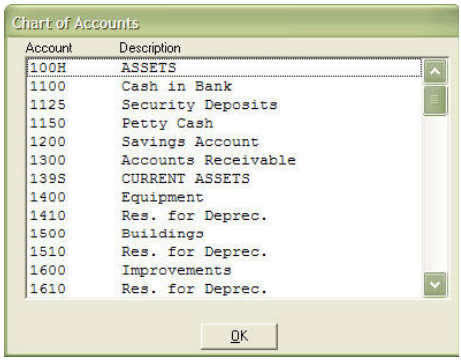



5. Enter the name for the Passthrough. For example: Interest,

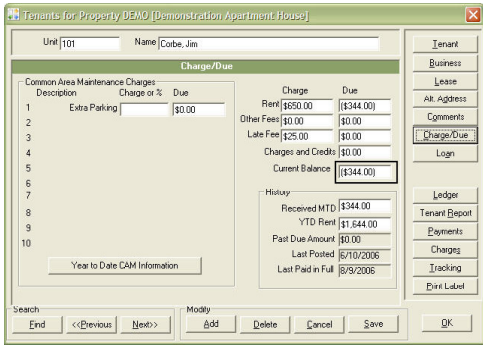

Copyright 2010 © FullHouse Software, Inc.

Principle, Home Owner Fees etc.

6. Press the **Tab** button and the cursor will go to the right box. Press **F5** and a list of accounts will be displayed.




7. Click on the account that is to be associated with the passthrough.
8. **Note**: usually an income account is used. The account number and its description will be entered into the right field.
9. If other passthroughs are to be added, click on the next empty box in the left column. Repeat as described above.
10. Click on **OK** and the **Set Accounts Default** window will close.
11. click on the **Tenant** icon to open the Tenant window.
12. Click on **Charges/Due** under the Information buttons. The new passthrough will be displayed on the left side of the window.Click on the Charge field of the new passthrough.
13. If the passthrough is a fixed amount, enter that amount.
14. If the passthrough is a charge based on square footage of the unit, enter **S/F**.




15. If the passthrough is based on a percentage of a total, enter the number followed by a percentage symbol, e.g. **10%.**
16. If the passthrough is interest or principle of a loan, refer to Entering a Tenant

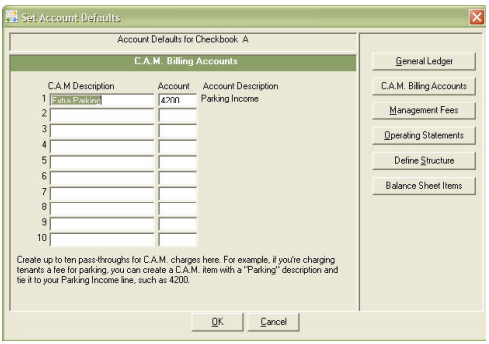
Copyright 2010 © FullHouse Software, Inc.

Loan in this chapter.

17. If this passthrough is to affect other tenants in this property, click on Next for the next tenant or **Find** to select a specific tenant. Follow the same procedures as they apply.
18. When finished, click **OK** and the Tenant window will close.
19. If the passthrough is based solely on a dollar amount entered in the Tenant window, the passthrough is complete. If the passthrough is based on a percentage or square footage, click on the **Property** icon. The Property window will be displayed.
20. Click on **C.A.M.** under the Property Information buttons. The C.A.M. passthroughs will be displayed with white text boxes next to them.
21. Click on the first text box and enter the total amount of the passthrough that will be used to compute the passthrough charges.
22. Fill in all boxes with the appropriate amounts. If the passthrough totals change each month, this field must be changed before creating charges for the next month.
23. When finished, click on **OK** and the Property window will close.
24. The C.A.M. charges are now set up. They will show up on the tenants' bill starting with the next billing cycle.

## Entering a Tenant Loan

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.



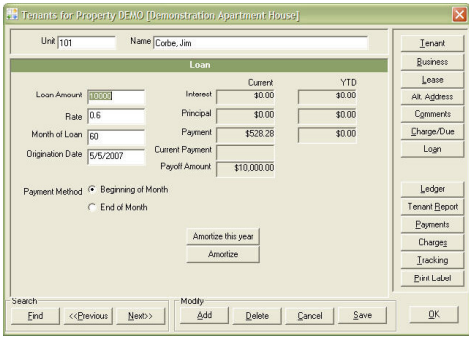

2. Two C.A.M. charge fields must be created. One must be labeled Interest and the other Principle. See Creating a


Copyright 2010 © FullHouse Software, Inc.

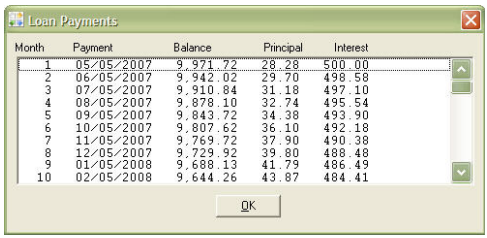
C.A.M. Passthrough in this chapter for more information.

3. Click on Tenant icon.
4. Click on Find and a box with a list of tenants for the current property will be displayed. Click on the tenant for whom you wish to enter a loan.
5. Click on Loan under the Information buttons.

6. In the Loan Amount field, enter the amount of the loan. Because of the way that the loan module works, a loan several months into its term, can be entered with the starting loan amount– the software will keep track of the rest.




7. In the **Rate** field, the number entered can either be a whole number followed by a percentage sign (%) or a decimal and then a number. For example, **10%** and .10 are both valid ways to enter 10% compounded interest. However, 10 would be interpreted as 1000%, be sure there is a decimal before the number.
8. In the **Month of Loan** field, enter the length of the loan in months. For example, enter 36 for a three year loan.
9. In the **Origination Date** enter the starting date of the loan.
10. Choose the time of month the loan is to be paid. Click on either **Beginning of Month** or **End of Month**. The option you choose will alter the way the interest is computed. If you do




Copyright 2010 © FullHouse Software, Inc.

not know when the payments are due, select Beginning of Month.

10. Click on **Save**. The total amortization schedule is available by clicking on **Amortize**. The schedule for the current year is displayed by clicking on **Amortize Current Year**.
11. Click on **Charges/Due** under the Tenant Information buttons.
12. Find the C.A.M. passthrough labeled **Principle** and click on its entry.
13. Find the Interest passthrough and click on the Charge field. Enter **I** in the field. Note: this must be a capital "**I**" not a lowercase "**i**."
14. When the charges are next created the interest and principle for the loan will be included in the tenant's bill.Charge field. Enter **P** in the field. Note: this must be a capital "**P**" not a lowercase "**p**."

 Copyright 2010 © FullHouse Software, Inc.

# Chapter 6: Accounts

## Overview

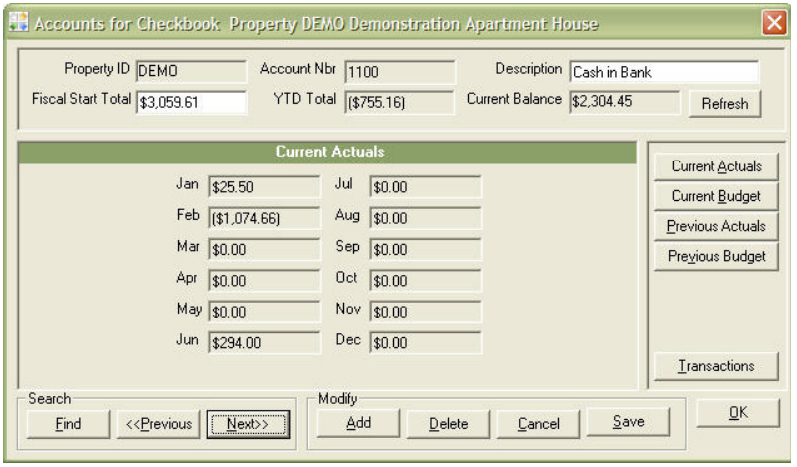
The Chart of Accounts is the "skeleton" of the program, upon which the rest of the system is built. A very good, simple Chart of Accounts has been provided with the system. It can be used for the vast majority of properties without alteration. We recommend that this default Chart of Accounts should be adopted in your business, at least as a starting point.

Ninety percent of all problems for new users setting up a database, centers around creating or altering a Chart of Accounts. Simply put, it is the single most complex task in IPM. Nevertheless, the information found here will solve the bulk of any problems.

**Note**: the Chart of Accounts for a single checkbook must be identical. The system will maintain the consistency of the Chart of Accounts throughout the properties of a checkbook. However and whenever an account is altered, matching accounts in all of the other properties will be altered.

Copyright 2010 © FullHouse Software, Inc.

## The Accounts Window




- **Account Nbr**
  The Account Nbr cannot be changed once created. Only deleting the whole account and re-entering a new number is possible. Every account, by definition, has an account number. Some accounts numbers contain letters these are: headers (H), subtotals (S), totals (T), operating profit (F), net profit (Z). The accounts with letters never contain dollar values.

  For example, in the standard Chart of Accounts, 100H is the header for all asset accounts, 139S is the subtotal of all current assets, 198S is the subtotal of other assets, 199T is the total of all assets.
- **Description**
  Every account has a description. The description, unlike the Account Nbr, may be changed at any time.
- **Fiscal Start Total**
  The value brought forward into the new fiscal year is displayed here. It may also be changed here. After the first End of Year Close, the Fiscal Start Total will automatically be updated with the new total.
- **YTD Total**
  The Year to Date Total gives the sum of all the monthly current Actuals. This value cannot be changed, as it is


Copyright 2010 © FullHouse Software, Inc.

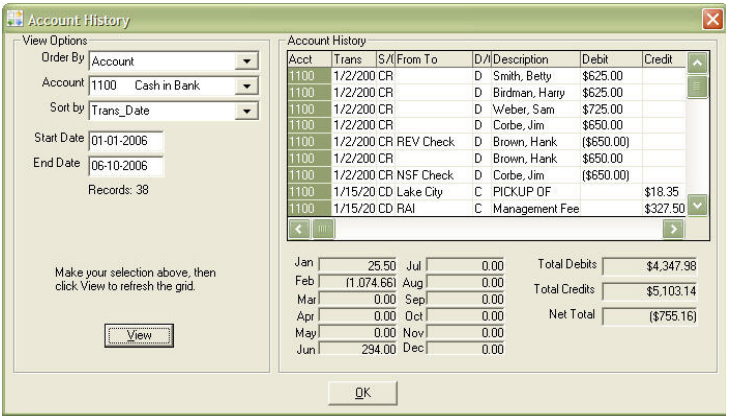
automatically computed from the monthly totals.

- **Current Balance**
  The Current Balance is determined by adding the Fiscal Start Total and the YTD total. The value in this field will be displayed in all reports dealing with accounts.

**Account Information Buttons**
(Located on the right side of the window)

- **Current Actual**
  The twelve fields of this selection represent the monthly totals for the account. Added together, they are summed in the YTD Total field. Each Current Actual field may be changed, but any changes made here will not have a history. That is, there will be no record of entries to tell how that total was determined.
- **Current Budget**
  The monthly budget figures are entered into the twelve fields of Current Budget.
- **Previous Actual**
  The previous year's monthly actuals plus a field for the previous year's fiscal start total. Changing these field has no effect upon the current year's Fiscal Start Total. These fields are filled in automatically when an End of Year Close is performed.
- **Previous Budget**
  The Previous Budget fields hold the previous year's budget figures. These fields are automatically updated when an End of Year Close is performed.
- **View Transactions**
  Clicking on this button brings up the Transaction History window. Here all transactions for a single account and between any two periods of time, can be displayed in a spreadsheet format.

Copyright 2010 © FullHouse Software, Inc.


Account History
View Options
Order By Account
Account 1100 Cash in Bank
Sort by Trans_Date
Start Date 01-01-2006
End Date 06-10-2006
Records: 38
Make your selection above, then click View to refresh the grid.
View
Account History
Acct Trans S/T From To D/I Description Debit Credit
1100 1/2/200 CR D Smith, Betty $625.00
1100 1/2/200 CR D Birdman, Harry $625.00
1100 1/2/200 CR D Weber, Sam $725.00
1100 1/2/200 CR D Corbe, Jim $650.00
1100 1/2/200 CR REV Check D Brown, Hank ($650.00)
1100 1/2/200 CR D Brown, Hank $650.00
1100 1/2/200 CR NSF Check D Corbe, Jim ($650.00)
1100 1/15/20 CD Lake City C PICKUP OF $18.35
1100 1/15/20 CD RAI C Management Fee $327.50
Jan 25.50 Jul 0.00
Feb (1,074.66) Aug 0.00
Mar 0.00 Sep 0.00
Apr 0.00 Oct 0.00
May 0.00 Nov 0.00
Jun 294.00 Dec 0.00
Total Debits $4,347.98
Total Credits $5,103.14
Net Total ($755.16)
OK

## Adding a New Account

1. Make sure you are in the correct checkbook. If you are not in the right checkbook, change it under Current Settings. Because the Chart of Accounts is identical for each property it is not necessary to change the property.
2. Click on the **Accounts** icon.
3. Click on **Add**. A new Account record will be created.
4. Enter the Account Number.
5. Press **Tab** and enter the **Description** of the account.
6. Click on **Save**. The Account has now been created in all of the properties of the active checkbook.
7. To create another account, click on **Add**. When done, click on OK.

## Deleting an Account

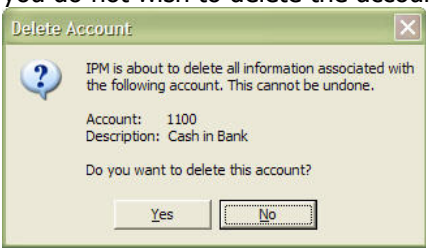
- If any transactions exist that use this account, the account cannot be deleted. Accounts should only be deleted after the End of Year Close when all transaction histories have been cleared.

1. Make sure you are in the correct checkbook. If you are not in the right checkbook, change it under Current Settings. Because the Chart of Accounts is identical for each property it is not necessary to change the property.
2. Click on the **Accounts** icon.
3. Click on **Find**. A list of all accounts will be displayed. Find


Copyright 2010 © FullHouse Software, Inc.

the account you wish to delete and click on it. That account and all account information will be displayed.

4. Click **Delete**.
5. The system will warn you and ask for a confirmation of deletion. If you do wish to delete the account click **Yes**. If you do not wish to delete the account click **No**.


Delete Account
IPM is about to delete all information associated with the following account. This cannot be undone.
Account: 1100
Description: Cash in Bank
Do you want to delete this account?
Yes
No

6. The system will search for any transactions made using this account. If none are found, the account will be deleted. If any transactions are found, the system will prevent the account from being deleted.
7. If another account is to be deleted, click on **Find**. Click on the account you wish to delete and click **Delete**.
8. When finished deleting accounts, click **OK**.

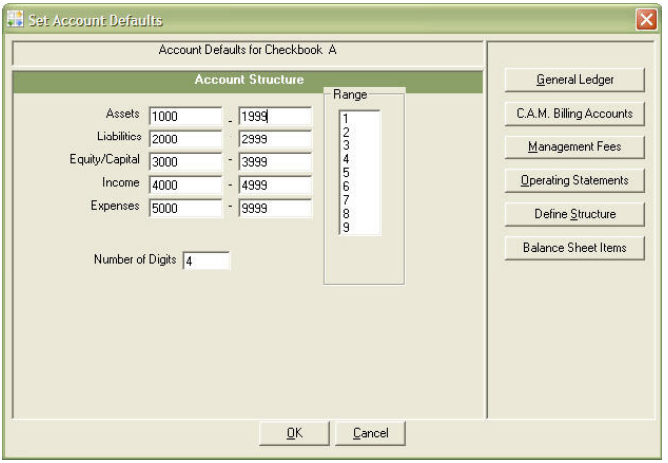
## Creating a Chart of Accounts

**Note:** as said before, we recommend that the standard chart of accounts be used. If that is not possible, be sure to create the checkbook with the **Enter Your Own Accounts** selected for the first checkbook. After the chart of accounts for that checkbook has been created, add additional checkbooks employing that chart of accounts and use the **Select Accounts from Another Checkbook** option.

1. Make sure you are in the correct checkbook. If you are not in the right checkbook, change it under Current Settings. Because the Chart of Accounts is identical for each property it is not necessary to change the property.
2. Click on **Set | Set Account Defaults**. The Account Defaults window will open.
3. Click on **Define Structure**.
4. Click on the box next to **Number of Digits**, at the bottom of the screen, and enter the number of digits used for Chart of Accounts. Four (4) is standard.
5. Click on the box next to **Assets** and enter the minimum

Copyright 2010 © FullHouse Software, Inc.

account number for assets. As an alternative, click on the number listed under the Ranges column and click on the first digit of the number. For example, if you click on 1 and the number of digits is set to 4 then 1000 will be entered in the box.




6. Press **Tab** and enter the maximum account number of Assets. As an alternative, click on the number of the first digit of the last account number under the Ranges column, the maximum number will be filled in automatically. For example, if you click on 1 and the number of digits is set to 4 then 1999 will be entered automatically.
7. Press **Tab** and enter the lowest account number for **Liabilities** or click on the **Ranges** column.
8. Press **Tab** enter the highest account number for **Liabilities** or click on the **Ranges** column.
9. Press **Tab** enter the lowest account number for **Equity/Capital** or click on the **Ranges** column.
10. Press **Tab** enter the highest account number for **Equity/Capital** or click on the **Ranges** column.
12. Press **Tab** enter the lowest account number for the **Income** field or click on the **Ranges** column.
13. Press **Tab** enter the highest account number for the **Income** field or click on the **Ranges** column.
14. Press **Tab** enter the lowest account number for the **Expenses** field or click on the **Ranges** column.
15. Press **Tab** enter the highest account number for the

 Copyright 2010 © FullHouse Software, Inc.

**Expenses** field or click on the **Ranges** column.

16. Click **OK** and the Set Accounts window will close.
17. Click on the **Accounts** icon to bring up the accounts for the current checkbook.
18. If no accounts have been set up the system will ask if you would like to set up accounts now. Click **No** to close the Accounts window or, click **Yes** to create a new account.
19. Enter the accounts as described under Adding a New Account. There are several special accounts that must be created as described below.
    - **Headers** _ Each category of accounts must have its own header. The categories are Asset Accounts, Liability Accounts, Equity/Capital Accounts, Income Accounts and Expense Accounts. Create the Header Accounts by adding an account using the lowest number in the range as set in Define Structure. Substitute the last digit of the account with an **H**. For example: your Asset Accounts have a range of 1000 to 1999, to create the Header for the account the number will look like **100H** and the description could read Asset Account.
    - **Totals _** Each category of accounts; Asset Accounts, Liability Accounts, Equity/Capital Accounts, Income Accounts and Expense Accounts, must have a Total Account. Substitute the last digit in account numbers with a **T** to make them Total Accounts. The Total Account must be the last account in that category. For example: the Equity/Capital Account's range is 3000 to 3999. To create a Total Equity/Capital account the account number would be **399T** the description would be Total Equity/Capital.
    - **Subtotals _** Each category of accounts may have one or more Subtotal Accounts. Substitute an **S** for the last digit of the account number. Subtotals total the amounts of all accounts between the last subtotal and header accounts. For example: in the Liability Account the range is 2000 to 2999. By creating account number **239S** all accounts between 2010 and 2399 will be added together and displayed as a subtotal. If another subtotal is added as **299T**, it will total all accounts between 2400 (the first

Copyright 2010 © FullHouse Software, Inc.

number after 239S) and 2999. Subtotals do not affect Total accounts.

- **Potential Income** _ Only one Potential Income Account is needed per Chat of Accounts. Substituting an **R** for the last digit of the account number will create the Potential Income account. Normally, the potential income account should be located early in the income account range. For example: income accounts have a range of 4000 to 4999. The header account is 400H; the next "free" account is 4010, so Potential Income can be placed as **401R** with **Potential Income** as the description. This account is only used for reports dealing with Potential Rent.
- **Net Profit** _ The last account in the Chart of Accounts is the Net Profit account. This is the total of all income accounts minus all expense accounts. Substitute a **Z** for the last digit of the account number creates the Net Profit account. This account must be the last account in the Chart of Accounts. In a Chart of Accounts with four digit accounts, the Net Profit account should be **999Z** with **Net Profit** as the description.
- **Operating Profit** _ An Operating Profit Account is almost identical to the Net Profit Account, except that it does not cover only a subset of the Expense accounts. Substitute a **F** for the last digit of the account number creates the Operating Profit Account; in addition, it must be within the Expense account range. For example: an Operating Profit account with the account number **507F** where the Expense Account range is 5000 to 9999 would only total the expense account from 5000 to 5079 and subtract that value from the Income Accounts.

20. When finished entering the accounts, click on **OK**. The Accounts window will close.
21. The Chart of Accounts is set up and ready to go. Back up the database at this point before entering a Trial Balance (see Entering a Trial Balance).

## Altering the General Ledger Account Defaults

Without these defaults entered, the system will not run properly. Be sure to fill them out before attempting to do any transactions.


Copyright 2010 © FullHouse Software, Inc.

1. Make sure you are in the correct checkbook. If you are not in the right checkbook, change it under Current Settings. Because the Chart of Accounts is identical for each property it is not necessary to change the property.
2. Click on **Set | Set Account Defaults** and the account default window will be displayed.
3. Click on **General Ledger** and the General Ledger Account Defaults will be displayed.
4. Click on the box labeled **Common Cash**. Press **F5** and select an Asset Account to be the default Cash Account. **Note**: this is usually the Cash in Bank Account.
5. Press **Tab** and the box labeled Rental Income will be selected. Press **F5** and select an Income Account that will used for rent. **Note**: if this is a Condominium Association, etc., Fee can be collected using the Rent field under the Tenant/Member window, or by setting up a C.A.M. Passthrough labeled Fees. If the rent method is chosen, then enter the the appropriate fee income account in this field. Note: this is usually the Rental Income Account.
6. Press **Tab** and the cursor will be moved to **Other Fees**. Press **F5** and select an Income Account for **Other Fees**.
7. Press **Tab** and the cursor will be moved to **Late Fee** Account. Press **F5** and select an Income Account for Late Fees. **Note**: this is usually the Late Fee Income Account.
8. Press **Tab** and the cursor will be moved to **Last Month's Rent**. Press **F5** and select a Liability Account where Last Month's Rent will be stored. Note: this is usually the Prepaid Rent Account.
9. Press **Tab** and the cursor will be moved to Clean/Pet Deposit. Press **F5** and select a Liability Account for all Cleaning and Pet Deposits.
10. Press **Tab** and the cursor will be moved to **Security Deposit**. Press **F5** and select a Liability Account for Security Deposits. Note: this is usually the Security Deposit Account.
11. Press **Tab** and the cursor will be moved to Retained Deposits. Press **F5** and select an Income Account for when the deposit is forfeited. This account is used for the Move In/Move Out feature. Note: this is usually the **Forfeited Security Deposit Account.**

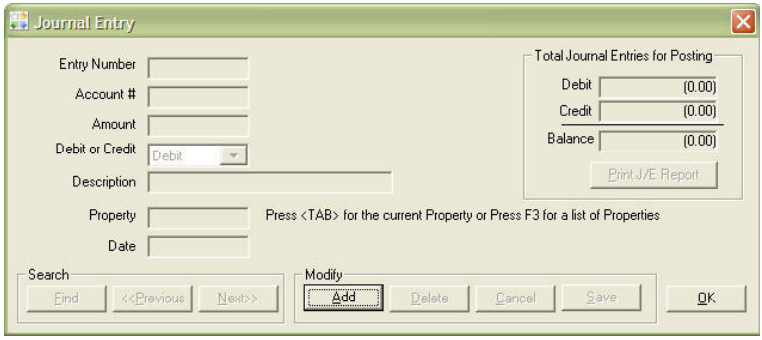
Copyright 2010 © FullHouse Software, Inc.

12. Press **Tab** and the cursor will be moved to Current Earnings. Press F5 and select an **Equity/Capital Account** for **Current Earnings**. **Note**: this is usually the Current Earnings Account.
13. Press **Tab** and the cursor will be moved to **Accounts Payable**. If you are using Cash Accounting, leave this field blank. If accrual accounting is being used, press **F5** and select a Liability Account for Accounts Payable.
13. Press **Tab** and the cursor will be moved to **Accounts Receivable**. If you are using cash accounting, leave this field blank. If accrual accounting is being used, press **F5** and select an Asset Account for **Accounts Receivable**.
14. Press **Tab** and the cursor will be moved to **Management Fee**. Press **F5** and select an **Expense** account for **Management Fees**.
15. Press **Tab** and the cursor will be moved to **Owner Withdrawal**. Press **F5** and select an **Equity/Capital Account** for when the owner withdrawals money. **Note**: this is usually the Owner Withdrawal Account.
16. Press **Tab** and the cursor will be moved to Retained Earnings. Press **F5** and select an **Equity/Capital Account** for **Retained Earnings**. This field must be filled in to perform an End of Year Close.
17. Click on **OK**. The Set Account Default window will close.

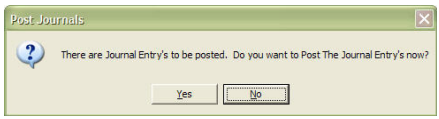
## Making a Journal Entry

IPM uses an innovative one-sided entry system for entering all journal entries. By having each entry be only one-sided, complex entries can be entered in a straight forward manner. Systems that employ the traditional two-sided entry system can become bogged down when a single entry involves three or more accounts. In a one-sided entry, a single entry is made for each account; with traditional two-sided entry up to two two-sided entries may be required for each extra account.


Copyright 2010 © FullHouse Software, Inc.




1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Journal | Enter Journal Entries** and the Journal Entry window will be displayed.
3. Click on **Add**. The Entry Number will automatically be assigned and displayed.
4. Press **F5** and select the account number of the journal entry.
5. Press **Tab** and enter the amount of the journal entry.
6. Press **Tab** and select either **Debit** or **Credit**. Remember for Assets and Expenses, Debits are added to the total and Credits are subtracted; liabilities, equity/capital and income accounts are just the opposite: Credits are added, Debits are subtracted.
7. Press **Tab** and enter a Description. To simulate two-sided entries, two or more entries may have the same description.
8. Press **Tab** and press **F3**. A list of all properties in the active checkbook will be displayed. Click on the property for which you wish to create an entry.
9. Press **Tab** and enter the date of the entry. By default the current Post Date is entered.
10. Click on **Save**. The entry will be recorded. Click on **Add** to enter another journal entry. Note: the total debits should equal the total credits.
11. When done, click on **OK**. If the debits do not equal the credits, a warning will be displayed. If a warning is displayed, click on **OK** to continue.




Copyright 2010 © FullHouse Software, Inc.

12. The option to post the entries at this time will be displayed. If you click on **Yes**, the entries are posted at this time; they will be recorded and can only be changed with another journal entry. If **No** is selected, the entries are not posted and may be edited by clicking on J**ournal | Enter Journal Entries** where they may be edited and posted.

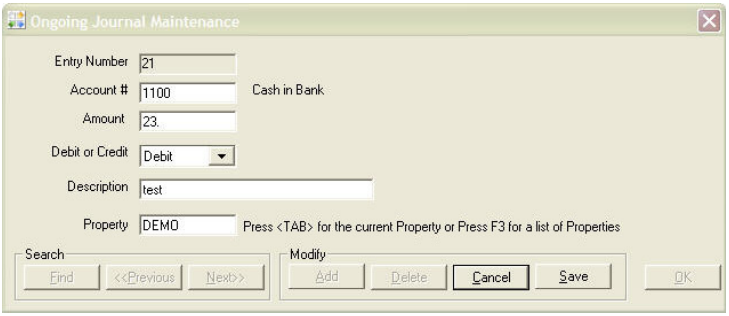
## Change or Delete a Journal Entry

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. If a journal entry has been posted, it can only be changed by posting another journal entry that counters the first entry.
3. If the entry has not been posted, click on **Journal | Enter Journal Entries**. If there are entries not posted, the first entry in the queue will be displayed.
4. Click on **Find** and enter the entry number or click on Next until you find the entry to be edited or deleted.
5. If the entry is being edited, change the fields that need altering and click **Save**.
6. If you are deleting an entry, click **Delete** and the entry will be deleted.
7. When done altering journal entries, click **OK**.
8.

## Entering a Recurring Journal Entry

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Journal | Recurring Journal Maintenance** and the Ongoing Journal Maintenance window will open.


Copyright 2010 © FullHouse Software, Inc.




3. Click on **Add**. The Entry Number field will be automatically assigned and displayed.
4. Press **F5** and select the account number of the journal entry.
5. Press **Tab** and enter the amount of the journal entry.
6. Press **Tab** and select either **Debit** or **Credit**. Remember for Assets and Expenses, Debits are added to the total and Credits are subtracted; liabilities, equity/capital and income accounts are just the opposite: Credits are added, Debits are subtracted.
7. Press **Tab** and enter the description. To simulate two-sided entries, two or more entries may have the same description.
8. Press **Tab** and press **F3**. A list of all properties in the active checkbook will be displayed. Click on the property for which you wish to create an entry.
9. Click on **Save**. The entry will be recorded. Click on **Add** to enter another journal entry.
10. When done click on **OK** and the Ongoing Journal Maintenance window will close.

## Change or Delete a Reoccurring Journal Entry

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. If a journal entry has been posted, it can only be changed by posting another journal entry that counters the first entry.
3. If the entry has not been posted, click on **Journal | Reoccurring Journal Maintenance**. If there are entries not posted, the first entry in the queue will be displayed.
4. Click on **Find** and enter the entry number or click on **Next** until you find the entry to be edited or deleted.

Copyright 2010 © FullHouse Software, Inc.

5. If the entry is being edited, change the fields that need altering and click **Save**.
6. If you are deleting an entry, click **Delete** and the entry will be deleted.
7. When done altering journal entries, click **OK**.

## Posting Recurring or Ongoing Journal Entries

1. Make certain the Reoccurring Journal Entries are set up correctly. Make sure, also, that you have not already posted the entries for this period.
2. Click on **Journal | Post Recurring Transactions**. A blue box will momentarily be displayed and will close automatically when the posting is completed.
3. Unlike normal Journal Entries, Reoccurring Journal Entries may be posted many times. When the Reoccurring Entries are to be made again, simply repeat the process.

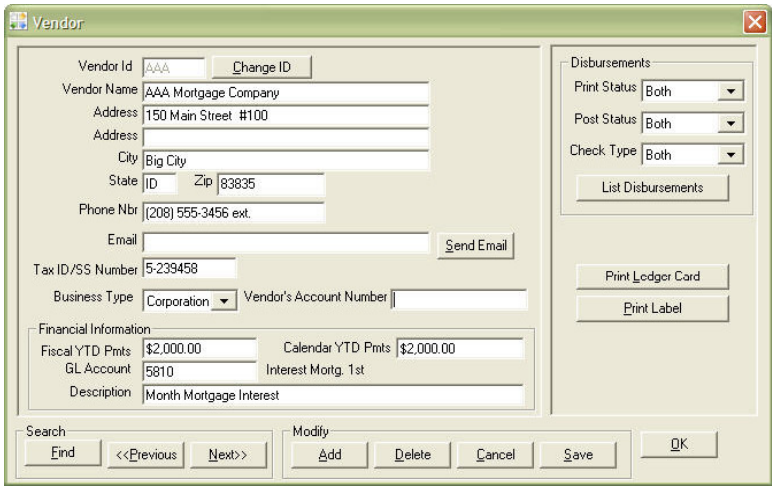

Copyright 2010 © FullHouse Software, Inc.

# Chapter 7: Vendors

## Overview

Vendors are the people with whom you do business. The can be anyone from landscapers and garbage collection to painters and insurance carriers. Every check will be written to one of three categories: Owners, Tenants and Vendors. Most checks will be written to Vendors. This section covers the entry and maintenance of Vendors.

## The Vendor Window




Copyright 2010 © FullHouse Software, Inc.

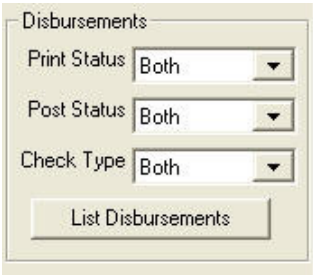
- **Vendor ID**
  Each Vendor has a unique ID that is used to identify the vendor. Suggested IDs are contractions of the vendor's name.
- **Change ID**
  This button allows you to change the ID you've given a vendor. This is a complex process, so you must have exclusive access to change the vendor ID.
- **Vendor Name**
  Each Vendor must have a name.
- **Address, City, State and Zip**
  Enter the Vendor's mailing address here. A second line is available for the street address if necessary.
- **Phone Nbr**
  The telephone number should be entered in this field.
- **Tax ID/SS Number**
  The Vendor's Tax ID is entered here. This is used for tax forms
- **Type**
  All Vendors are either incorporated or not. Enter a **C** if the vendor is a corporate entity. Enter **N** if the vendor is not a corporation.
- **Fiscal YTD Payments**
  This field will automatically be filled in as checks are written to the vendor, however, this amount may always be replaced by directly entering a figure into this field. The total paid to the Vendor in the fiscal year will be displayed in this space. This field only shows the totals for the Active Checkbook.
- **Calendar YTD Payments**
  This field will automatically be filled in as checks are written to the vendor, however, this amount may always be replaced by directly entering a figure into this field. The total paid to the Vendor in the calendar year will be displayed in this space. This field only shows the totals for the Active Checkbook.
- **GL Account**
  The account number and description to which the Vendor's transactions are to be applied is stored in this space. This will be used when writing checks to the Vendor.


Copyright 2010 © FullHouse Software, Inc.

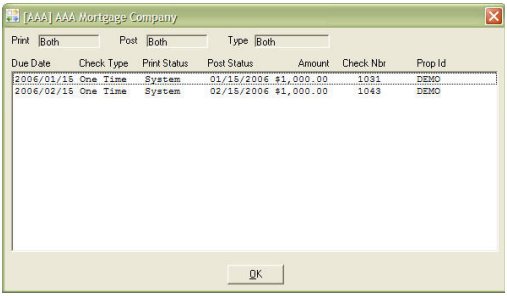
- **Description**
  The description of the transactions for the Vendors can be stored here. Normally, each Vendor will have a specific task that can be summed up in a few words. For example: "Gardening and lawn care" for a gardening company, "Plumbing" for a plumber, etc.

**Disbursements**

- **Print Status**
  When using the List Disbursements button, this option will determine whether manual, system generated or both types of checks are created.




- **Post Status**
  When using the List Disbursements button, this option will determine whether only checks that have or have not been posted or all checks regardless of posting status are reported.
- **Check Type**
  When using the List Disbursements button, this option will determine whether one time, permanent or both types of checks are reported.
- **List Disbursements**
  This button will display a list of disbursements for the currently displayed Vendor.


[AAA] AAA Mortgage Company
Print Both
Post Both
Type Both
Due Date Check Type Print Status Post Status Amount Check Nbr Prop Id
2006/01/15 One Time System 01/15/2006 $1,000.00 1031 DEMO
2006/02/15 One Time System 02/15/2006 $1,000.00 1043 DEMO
OK

## Entering a New Vendor

Vendors can either be entered through the Vendor window or directly while writing a check. This will describe entering a

Copyright 2010 © FullHouse Software, Inc.

vendor through the Vendor window.

1. Vendors are universal to all Checkbooks in the database. Entering a Vendor in one checkbook will enter it in all the checkbooks.
2. Click on the **Vendor** icon. The Vendor window will be displayed.
3. If no Vendors have been set up in the database, the system will ask if you wish to set up Vendors at this time. Clicking on **No** will close the window. Clicking **Yes** will add a new, blank Vendor record.
4. Click on **Add** and a blank Vendor Record will be created.
5. Enter the Vendor ID.
6. Press **Tab** and enter the Vendor Name.
7. Press **Tab** and enter the Vendor's street address. If necessary, use the Address 2 line for the street address. Tab to the **City**, **State** and **Zip**, filling in each field as you go.
8. Press Tab and enter the Vendor's phone number.
9. Press **Tab,** enter the Vendor's Tax ID or Social Security number.
10. Press **Tab,** enter the **Type** of vendor. If the Vendor is a corporation select **Corporation**, if the Vendor is not select **Other**. This is a field you can sort on when printing 1099s, as you usually don't need to report amounts paid to corporations.
11. Click on the **GL Account** field and press F5. A list of accounts will be displayed. Click on the expense account associated with the Vendor. The GL Account will be filled into the field. (**Note**: Adding the GL Account is only possible if there is an active property.)
12. Click on the Description field and enter a short description of the Vendor's function or usual task – for an utility company, it would be "electricity".
13. Click on **Save**. The Vendor information will be saved.
14. To add another Vendor, click on Add. When done, click on **OK** and the Vendor window will close.

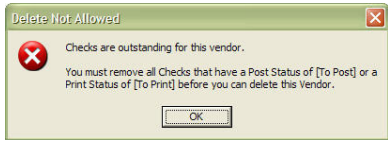
## Change or Delete a Vendor

1. Click on the Vendor icon and the Vendor window will open.
2. Click on **Find** and a list of all vendors will be displayed. Click


Copyright 2010 © FullHouse Software, Inc.

on the Vendor to be edited or deleted. The Vendor's information will be displayed.

3. If you are changing the Vendor, make any changes desired. All fields except the Vendor ID may be altered. If the changes are to be kept, click on Save. If the changes are to be discarded, click on **Cancel**.
4. If the Vendor is to be deleted, click on **Delete**. The Vendor is now deleted.
5. The system will warn you that if the Vendor is deleted, you will be unable to generate a 1099 form at the end of the year. Click on **No** to keep the Vendor, click on **Yes** to delete the Vendor for this checkbook. In order to delete a Vendor completely, it must be deleted in each checkbook where it is active.
6. To edit or delete another Vendor click on Find.
7. When done click on **OK** and the window will close.

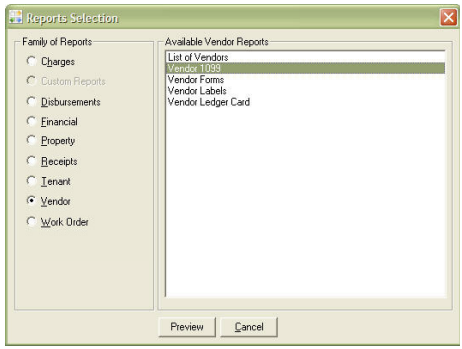

Delete Not Allowed
Checks are outstanding for this vendor.
You must remove all Checks that have a Post Status of [To Post] or a Print Status of [To Print] before you can delete this Vendor.
OK

## Writing a Check to a Vendor

See Chapter 10—Checks for more information.

## Generating Vendor 1099s

1099s should be generated at the end of the year, just prior to the Vendor End of Year Close. A 1099 must be generated for each Vendor in each checkbook according to IRS rules, generally over $600 paid to them, and not a corporation (Contact the IRS for more complete and current information).



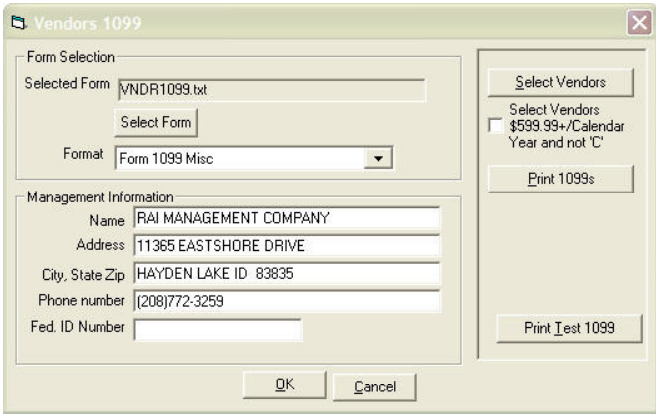

1. Make certain that the correct checkbook and property are

Copyright 2010 © FullHouse Software, Inc.

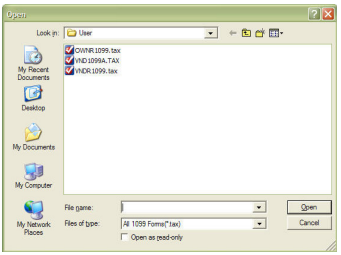
active. If you are not in the right checkbook and property, change them under Current Settings.

2. Click on the **Reports** icon and the Reports Selection window will be displayed.

3. Click on **Vendor** and then click on **Vendor 1099**. The Vendor 1099 window will be displayed.



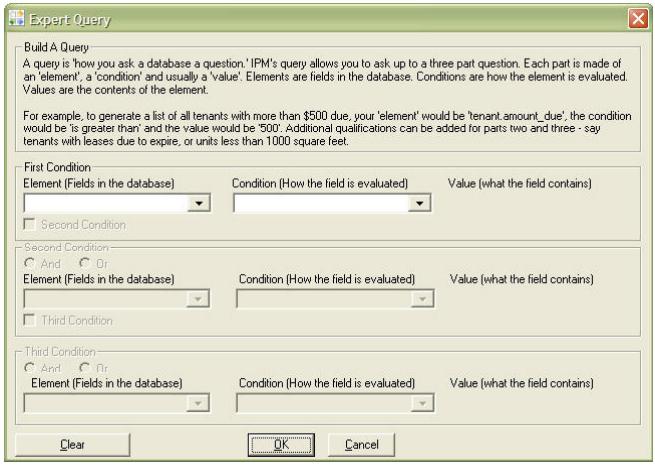

4. Click on **Select Form**. An **Open** dialog box will appear. Click on vndr1099.tax and click **OK**.




5. Click on Payer's Federal ID Number and enter the tax ID number.
6. The management information will be pulled from the active property file so nothing has to be entered in these fields.
7. You have two choices to select vendors. First, you can check the checkbox labeled **"Select Vendors $599.99+/Calendar Year and not C"**. This will build the query for you to select the vendors. Second, you can build the query yourself. Here's how:
    a. Click on **Select Vendor** and an Expert query


Copyright 2010 © FullHouse Software, Inc.

window will be displayed. Though you can choose to select any Vendors you wish, the following instructions explain how to select all non-incorporated Vendors who have received more than $600.00 for the current year.


Expert Query
Build A Query
A query is 'how you ask a database a question.' IPM's query allows you to ask up to a three part question. Each part is made of an 'element', a 'condition' and usually a 'value'. Elements are fields in the database. Conditions are how the element is evaluated. Values are the contents of the element.
For example, to generate a list of all tenants with more than $500 due, your 'element' would be 'tenant.amount_due', the condition would be 'is greater than' and the value would be '500'. Additional qualifications can be added for parts two and three - say tenants with leases due to expire, or units less than 1000 square feet.
First Condition
Element (Fields in the database)
Condition (How the field is evaluated)
Value (what the field contains)
Second Condition
Second Condition
And
Or
Element (Fields in the database)
Condition (How the field is evaluated)
Value (what the field contains)
Third Condition
Third Condition
And
Or
Element (Fields in the database)
Condition (How the field is evaluated)
Value (what the field contains)
Clear
OK
Cancel

b. Click on the first combo box (which is labeled **Element**) and click on the downward arrow. Select **VndrYTD.Calendar_YTD_Pmts**. The information will be listed in the first box of the first line.

c. Click on the downward arrow next to the second box of the first line (it is labeled **Condition**) and select **is greater than**.

d. Click on the third box on the third line (which is labeled Vendor) and enter **599.99** in the box.

e. Click on **Second Condition** so that it is checked. Then click on **And**.

f. Click on the arrow next to the first box on the second line. Select **Vendor.Type**.

Copyright 2010 © FullHouse Software, Inc.

g. Click on the arrow next to the second box and select **is equal to**.

h. Click on the third box and enter **N**.

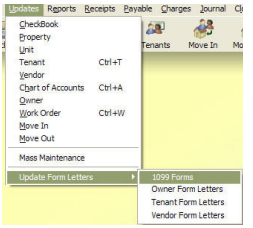
i. Click on **OK** and the Expert query window will close.

**HINT: We recommend using the checkbox**

8. Click on **Print Test 1099** and make sure that everything is lined up. If the form lines up, click on Print Vendors 1099. If the 1099 for is not aligned properly, either adjust the paper feeder, or, if that doesn't work, the 1099 must be adjusted (see Adjusting the Vendor 1099, below).
9. When done click on **OK** and the Vendor window will close.

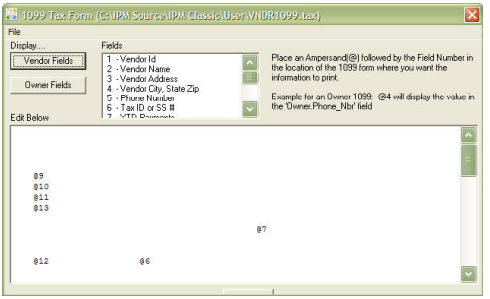
## Adjusting the Vendor 1099

If the 1099 form is not aligned correctly, it may be necessary to adjust the 1099 form.




1. Click on **Updates | Update Form Letters | 1099 Forms** and the Vendor 1099 tax form will be displayed.

2. Click **on File| Open 1099 Form** and a File dialog box will open. Click **on Vndr1099.tax**. Click on **OK** and the File dialog box will close.


1099 Tax Form (C:\IPM Source\IPM Classic\User\VNDR1099.tax)
File
Display...
Vendor Fields
Owner Fields
Edit Below
Fields
1 - Vendor Id
2 - Vendor Name
3 - Vendor Address
4 - Vendor City, State Zip
5 - Phone Number
6 - Tax ID or SS #
Place an Ampersand(@) followed by the Field Number in the location of the 1099 form where you want the information to print.
Example for an Owner 1099: @4 will display the value in the 'Owner.Phone_Nbr' field
@9
@10
@11
@13
@7
@12
@6

3. Click on **Vendor 1099 Form** to display the keys for the Vendor 1099. The fields needed to create a

 Copyright 2010 © FullHouse Software, Inc.

1099 are listed in the upper left corner of the window. For Vendor 1099s they are numbered 1-13. To insert the fields, an ampersand symbol (@) followed by the number of the field is inserted into the document. For example: to insert the Vendor's tax number,enter **@12** on the main window.

4. The Vndr1099.tax form already has the numbers in the proper locations (these are correct as of 2004). Adjust the form by adding spaces, extra lines and so on, until it lines up with the 1099 form.
5. When done click on **File | Save 1099 Form** in the 1099 Tax Form window.
6. Click **OK** to close the 1099 Tax Form window.
7. Test the 1099 form through **Reports | Vendors | Vendor 1099** and clicking on **Print Test 1099**.

Copyright 2010 © FullHouse Software, Inc.

# Chapter 8: Charges

## Overview

Not every charge is for rent. Sometimes irregular charges occur. For these instances, One time charges, Refunds and Late Charges become a necessity. This section describes, step by step, how each of these charges are entered and, if needed, removed.

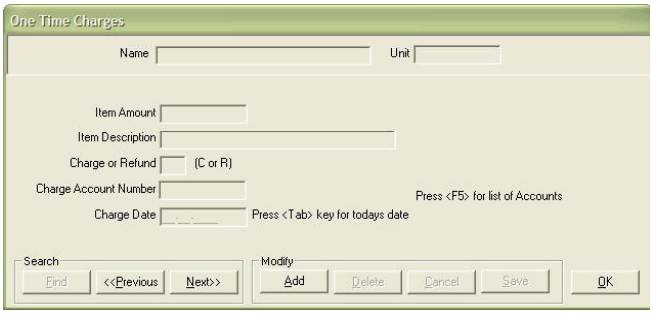
## Entering a One Time Charge/Refund

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Charges | Enter One Time Charge or Credit**. The One Time Charges window will be displayed.

3. Click on **Add** and a box containing a list of Tenants/Members for the active property will be displayed. On the left is the list of Tenants/Members in alphabetical order; on the right the units are listed numerically. Click on the tenant/member or unit for whom you wish to create a charge/refund. That tenant's name and unit number will be displayed on the top of the One Time Charges window.
4. Enter the amount of the Charge or Refund.
5. Press **Tab** and enter a description or reason for the **Charge**

 Copyright 2010 © FullHouse Software, Inc.

or **Refund**.




6. Press **Tab** and enter **C** if this is a charge or **R** if this is a refund (or Credit).
7. Press **Tab** and enter the account number that the Charge or Refund is to be applied. If the account number is not known, press **F5** and select the account to be used.
8. Press **Tab** and enter the date when the charge or refund is to be posted, or press Tab again to automatically enter the current Post Date.
9. Click on **Save** to save the charge or refund.
10. Charges and refunds may be removed at this point by clicking on **Delete**. To add another charge or refund, click on **Add**.
11. When done, click on **OK** and the One Time Charges window will close.
12. A prompt will be displayed if you wish to post the charges or refunds at this time. Clicking Yes will post the charges and refunds; they may only be deleted by making a reversal refund or charge. If NO is selected, the charges and refunds may be edited by clicking on **Charges | Enter One Time Charge or Credit.** To post, click on **Charges | Post Charges or Credit.**

## Change or Delete a One Time Charge/Refund

1. If the Charge or Refund is already posted the only to remove it, is to post another, offsetting, charge or refund. For example; if a $50 charge is made to account 3510 and has been posted, the only way to reverse it is to make a refund of $50 to account 3510. If the charges have not been

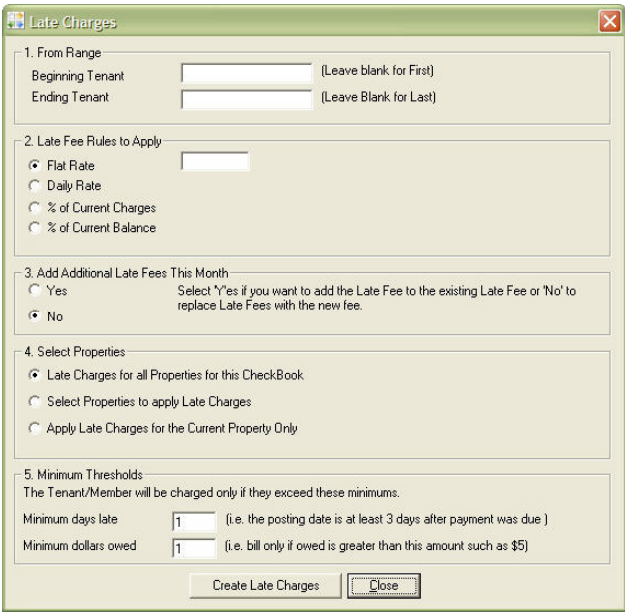
Copyright 2010 © FullHouse Software, Inc.

posted, they can be changed or deleted using the following instructions.

2. Click on **Charges | Enter One Time Charge or Credit** and the One Time Charges window will be displayed.
3. Click on **Previous** and **Next** to find the charge/refund you wish to alter.
4. To change the charge or refund simply click on the fields and make the appropriate changes and click on **Save**.
5. If you wish to delete a charge or refund click on **Delete**.
6. When done click on **OK** and a prompt will ask if you wish to post the charges and refunds. Click **Yes** to post. Click **No**, if you do not wish to post.

## Generating Late Fees

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Charges | Generate Late Charges**. The Late Charges window will be displayed.


Late Charges
1. From Range
Beginning Tenant
(Leave blank for First)
Ending Tenant
(Leave Blank for Last)
2. Late Fee Rules to Apply
Flat Rate
Daily Rate
% of Current Charges
% of Current Balance
3. Add Additional Late Fees This Month
Yes
No
Select 'Y'es if you want to add the Late Fee to the existing Late Fee or 'No' to replace Late Fees with the new fee.
4. Select Properties
Late Charges for all Properties for this CheckBook
Select Properties to apply Late Charges
Apply Late Charges for the Current Property Only
5. Minimum Thresholds
The Tenant/Member will be charged only if they exceed these minimums.
Minimum days late
1
(i.e. the posting date is at least 3 days after payment was due )
Minimum dollars owed
1
(i.e. bill only if owed is greater than this amount such as $5)
Create Late Charges
Close

 Copyright 2010 © FullHouse Software, Inc.

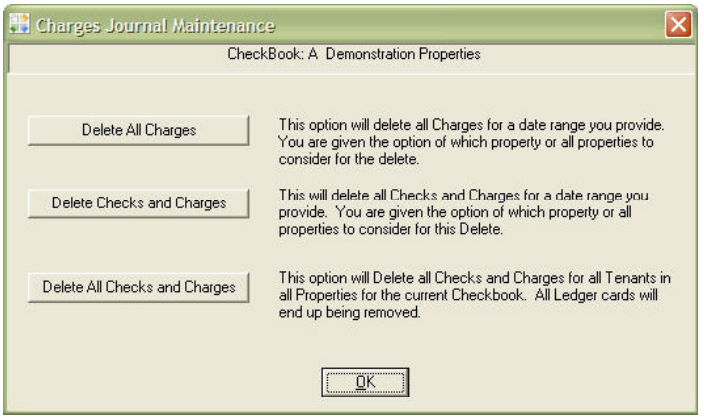
3. If you want to limit the fees to particular tenants, enter the first and last names in Beginning Tenant and Ending Tenant.
4. Select an option under Late Fee Rules to apply.
5. If **Flat Rate** is selected, either enter a dollar amount in the field to the right of Flat Rate or leave it blank and the value entered under Late Fee in the Tenant/Member window will be used.
6. If **Daily Rate** is selected, enter a dollar amount to be charged for each day late in the field to the right of Daily Rate.
7. If **Percentage** is selected, enter the percentage of the total rent that is to be charged in the field right of Percentage. For example; if the late fee is five percent of the total rent, enter 5%.
8. Under **Additional Late Fees this Month**, click on **Yes** if a tenant/member can be charged more than one late fee in a month. Click **No** if only one late fee may be charged to a tenant/member in a single month.
9. Select an option under Multiple Properties.
10. If **Late Charges for All Properties in this Checkbook** is selected, late fees will be generated for all of the properties in the active checkbook.
11. If Select Properties to apply Late Charges is selected, a window listing all of the properties in the active checkbook will be displayed. The properties for generating Late Fees can be selected from the list.
12. If **Apply Late Charges for the Current Property Only** is selected, Late Fees will be generated for the active property only.
12. Click on the **Minimum Days Late** field and enter the minimum number of days late a tenant/member must be before charging a late fee. This represents a grace period. To charge all tenants/members, who are at least one day late, enter 1.
13. Click on **Create Late Charges**, the system will ask if the Late Charges should be posted at this time. Click on Yes.
14. The system will prompt for which properties are to be posted. Click on Post All Properties for the Checkbook and click on Ok.

Copyright 2010 © FullHouse Software, Inc.

## Charge Journal Maintenance

The number of charges can become so large that the integrity of the database can be compromised. This can lead to software instability, decrease in speed, and possible loss of information. As such, a regular program of Charge Journal Maintenance may be required. At 100 or fewer tenants/members, this maintenance should only be needed once per year. Larger numbers of tenants/members may require this maintenance more often depending on the computer.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Charges | Charge Journal Maintenance**. The Charge Journal Maintenance window will be displayed.


Charges Journal Maintenance
CheckBook: A Demonstration Properties
Delete All Charges
This option will delete all Charges for a date range you provide. You are given the option of which property or all properties to consider for the delete.
Delete Checks and Charges
This will delete all Checks and Charges for a date range you provide. You are given the option of which property or all properties to consider for this Delete.
Delete All Checks and Charges
This option will Delete all Checks and Charges for all Tenants in all Properties for the current Checkbook. All Ledger cards will end up being removed.
OK

3. **Delete Charges.** Click on this option and a window will be displayed. Enter the date of charges to be removed, and whether this is to be applied to the active property or some or all properties in the active checkbook. Click on **Process Delete** and the details of the charges in that period of time will be deleted.
4. **Delete Checks and Charges.** Click on this option and a window will be displayed. Enter the date range of charges and receipts to be removed, and whether this is to be applied to the active or some or all properties in the active checkbook. Click on **Process Delete** and the details of the


Copyright 2010 © FullHouse Software, Inc.

charges in that period of time will be deleted.

5. **Delete All Checks and Charges.** Clicking on this option will delete all charges and receipts for the active checkbook. This will wipe clean all Ledger cards. *Use this option with caution!*
6. When done, click on **OK** to close the Charge Journal Maintenance window.

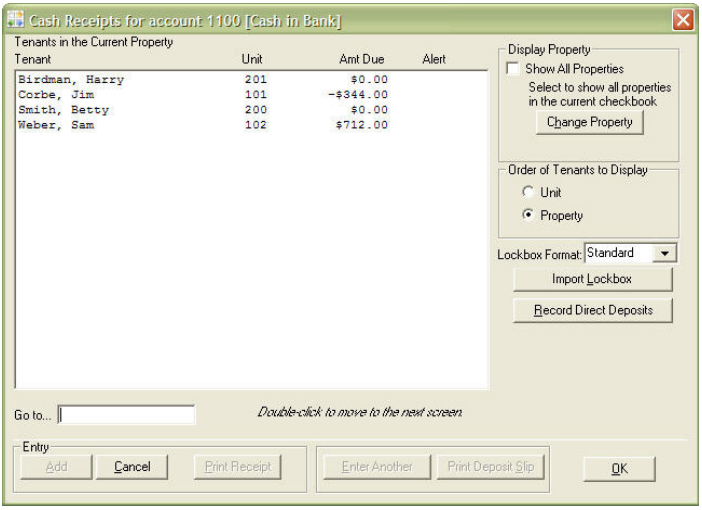
Copyright 2010 © FullHouse Software, Inc.

Copyright 2010 © FullHouse Software, Inc.

# Chapter 9: Receipts

## Entering Tenant/Member Receipts:

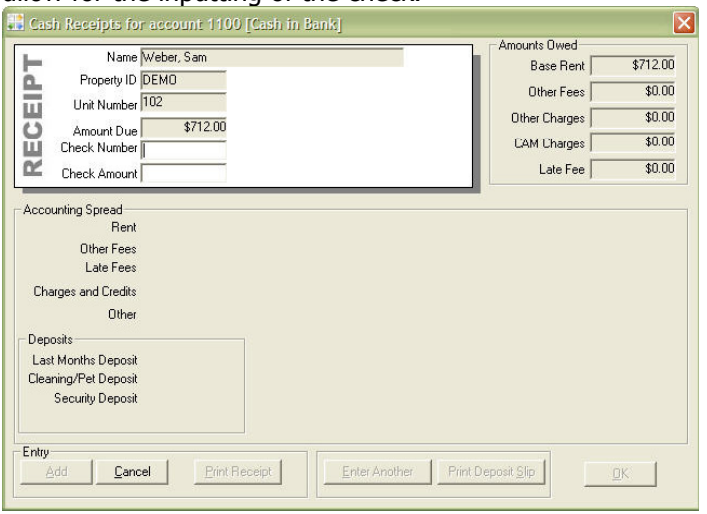
1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Receipts** icon and the system will ask for a Cash Account.
3. Click on **Use Common Cash Account** 1100 and the Cash Receipts window will be displayed.
4. The tenants/members are listed in the large center box.




Copyright 2010 © FullHouse Software, Inc.

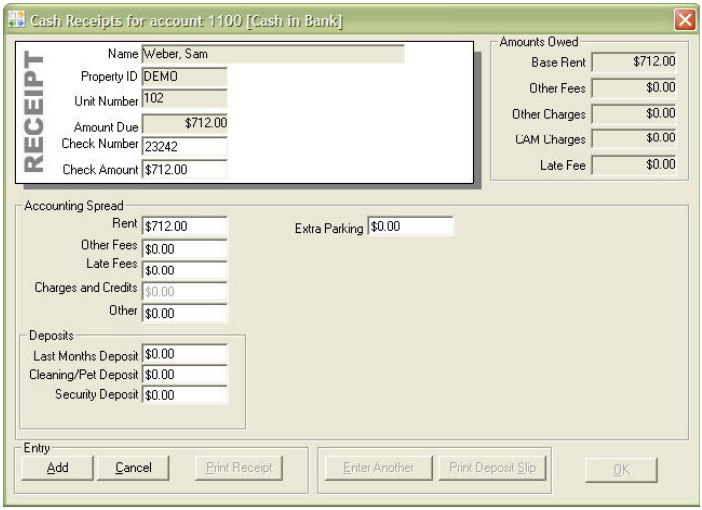
Along with the tenant's/member's names, the unit number and amount owed are also displayed. The tenants/members may be viewed in alphabetical order (default) or by unit number.

5. Click on the tenant/member whose payment is to be received. The Cash Receipts window will change, the tenant's/member's name, property ID, unit number, amount due and a breakdown of that amount will be displayed at the top of the window. The bottom of the window changes allow for the inputting of the check.




6. The cursor will automatically be place in the Check Number field. Either enter the number or enter Cash if the payment is made in cash.
7. Press **Tab** and the amount expected will be placed in the **Check Amount** field. If this is not the correct amount, enter the correct amount.
8. Press **Tab** and the check will distribute the money. In cases where there is not enough money to cover the amount due, the fields will be filled in from top down, starting with Rent.
9. If the check amount is exactly equal to the amount due, there is no need to do anything else. Simply click on **Add Entry**.
10. If the check amount exceeds the amount due, the extra money must be distributed to the other fields.


Copyright 2010 © FullHouse Software, Inc.




11. Click on the field to which money is to be added and enter the amount to be applied to that field. If the money is to represent pre-paid rent, put the extra money into the Rent field. For example; if the amount is $640.00 paid to Rent, and the check for $1280.00 is received. Enter the total of 1280 into the into the Rent field.
12. If the amounts do not match, an **Out of Balance** notification will be displayed in the right side of the window. This will tell you how much money must be distributed to balance the money properly. When the money is balanced, the Out of Balance warning will disappear.

13. When distributing the money is complete, click on **Add Entry.**
14. If other entries are to be made, click on **Enter More**. The list of tenants/members will be displayed once more. **Note**: tenants/members for whom payments have already been entered but not posted will be marked with an asterisk; the due amount will only be changed when the receipts have been posted.
15. When done entering receipts, click on Print Deposit Slip and a deposit slip will be generated which can be attached to a bank deposit slip and submitted to your bank along with the

Copyright 2010 © FullHouse Software, Inc.

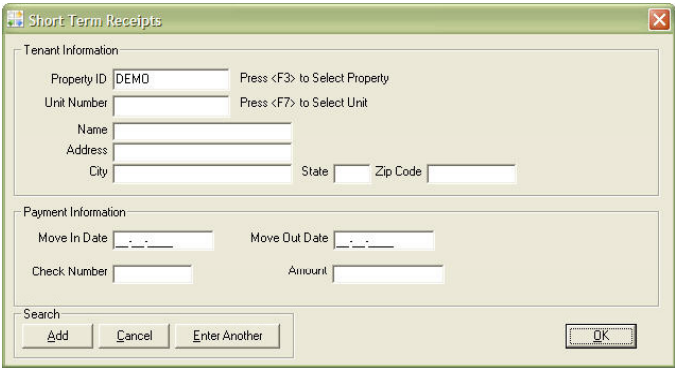
receipts.

16. Click on **OK** and the system will ask if you wish to post the receipts at this time. Click on **NO** if you wish to edit the receipts or delete any before posting. Click on Yes to post the receipts and close the Cash Receipts window. Posted receipts may only be reversed and may not be changed or deleted.

## Entering Short Term Receipts

Short Term Receipts are for those times when a unit is rented for such a short period of time that it is too much trouble to create a tenant/member entry.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Receipts | Enter Short Term Receipts** and the Cash Account window will be displayed.
3. Click on Use Default Cash Account and the Short Term Receipts window will open.




4. Press **F3** and select the property.
5. Press **Tab** and then press **F7** and select the unit that was rented.
6. Press **Tab** and enter the name of the Short Term tenant.
7. Press b and the cursor will be on the first address field. Press **Tab** again and the address will automatically be filled. The cursor will advance to the **Move In Dat**e field.
8. Enter the move in date of the tenant.

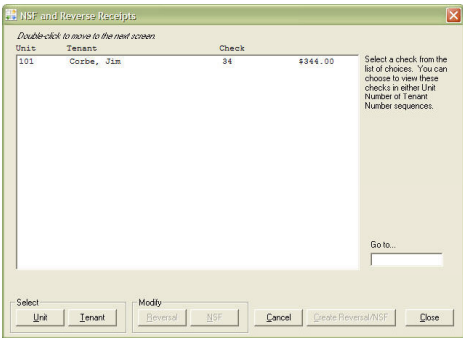

Copyright 2010 © FullHouse Software, Inc.

9. Press **Tab** and enter the move out date.
10. Press **Tab** and enter the check number or cash for a cash transaction.
11. Press **Tab** and enter the amount of the receipt.
12. Click on **Add this Receipt** and the entry will be saved. If this is not clicked, the receipt will be lost.
13. To add another short term receipt, click on **Enter Another** Receipt and follow the above directions.
14. When completely done, click on **OK** and the Short Term Receipts window will close.
15. Short Term Receipts are posted by clicking on **Receipts | Post Receipts.**

## Entering Tenant NSF Checks and Reversals

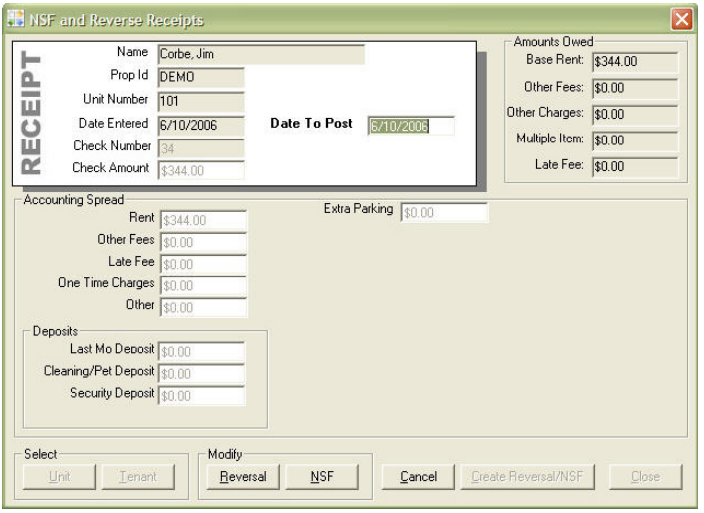
1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Receipts| Tenant NSF/Reversals** and the Cash Account window will be displayed.
3. Click on **Use Default Cash Account** and the NSF and Reverse Checks window will be displayed.

4. The checks are listed by tenant/member name, but can be changed to unit order by clicking on either the **Select Unit #** or **Select Tenant** buttons.




5. Click on the check to be declared NSF or reversed. The details of the check will be displayed.

Copyright 2010 © FullHouse Software, Inc.




6. To reverse a check, click on **Reversal** and the check will be marked Reversal.
7. To declare the check NSF, click on **NSF**. A window will ask for an account to charge the NSF fee and the amount of those fees. Press F5 and select the account. Then press Tab and enter the amount of the charge. Click on OK.
8. Click on **Add Entry** and the entry will be generated.
9. To declare NSF or reverse more checks, click on either **Select Unit #** or **Select Tenant** and select another check.
10. When done click on **OK**.
11. The system will ask if these changes are to be posted at this time. If **Yes** is clicked, the changes will be posted. If **NO** has been selected, the NSF and reversed checks may be edited or deleted through **Receipts | Change or Delete Receipts**.

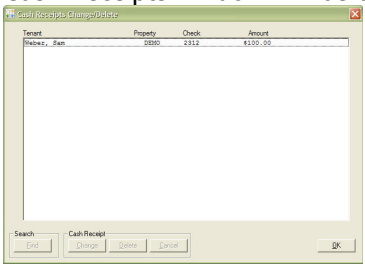
## Change or Delete a Tenant Receipt

Tenant Receipts may only be changed or deleted if they have yet to be posted. Posted receipts may only be reversed. Miscellaneous receipts are not accessible using this method, see Entering Miscellaneous Receipts for more information.

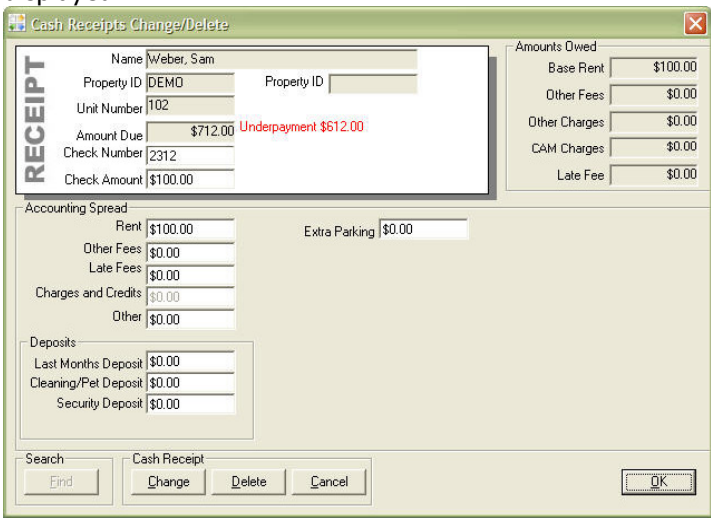
1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.


Copyright 2010 © FullHouse Software, Inc.

2. Click on **Receipts | Change or Delete Receipts** and the Cash Receipts window will be displayed.



3. Click on the receipt to be changed or deleted. The information on the receipt, as it was entered, will be displayed.




4. If the receipt is to be changed, click in the fields and make the necessary changes. Then, click on **Save** when done.
5. To delete a receipt, click on **Delete**.
6. To change or delete other receipts, click on Find Receipt and select the next receipt to change.
7. When done, click on **OK**.
8. To post the changed receipts click on **Receipt | Post Receipts**.

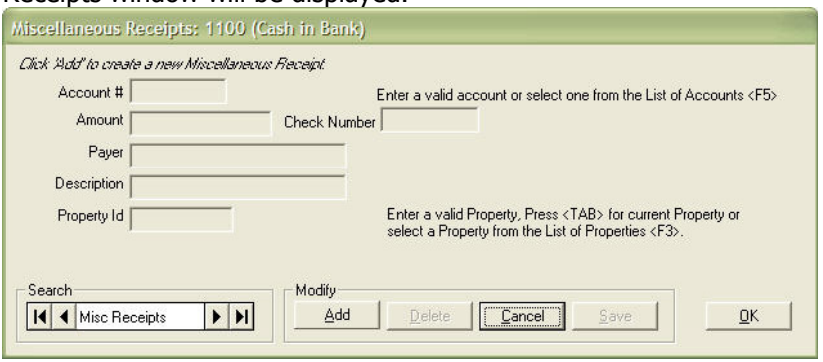
## Entering Miscellaneous Receipts

Miscellaneous Cash Receipts are all monies that are not received from a tenant. Refund checks from Vendors or Owners paying

Copyright 2010 © FullHouse Software, Inc.

in capital are all reasons to use this function.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Receipts | Enter Miscellaneous Receipts** and the Cash Account window will be displayed.
3. Click on **Use Default Cash Account** and the Miscellaneous Receipts window will be displayed.




4. Click on **Add** and a new entry will be created.
5. The cursor will automatically go to the Account # field. Press **F5** and select the Credit side account—the Debit entry will automatically be the cash account you selected. Normally, this will be an income or a liability account.
6. Press **Tab** and enter the check number.
7. Press **Tab** and enter the amount of the check.
8. Press **Tab** and enter the name of the payer.
9. Press **Tab** and enter a basic description for the check received.
10. Press **Tab** again and press **F3** to select a property or **Tab** to use the active property.
11. Click on **Save** and the entry will be saved.
12. If another miscellaneous receipt is to be added, click on **Add**.
13. When done click on **OK** and a window will be displayed with three options.
14. Click on **Print Miscellaneous Receipts** to list all entries that are waiting to be posted.
15. Click on **Print Deposit Slip** to create a deposit slip.
16. Click on **Print Miscellaneous Receipts** to post all of the


Copyright 2010 © FullHouse Software, Inc.

receipts.

17. Click on **OK** and the Miscellaneous Receipts window will close. If the entries have not been posted an option will come up asking if you wish the entries to be deleted at this time. If you click Yes all entries, not posted, will be deleted. If you click No the entries will remain to be posted at a later date.

## Change or Delete a Miscellaneous Receipt

These instructions are only valuable when dealing with a non-posted receipt. All posted receipts may only be reversed by entering an offsetting General Journal entry.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click **on Receipts | Enter Miscellaneous Receipts** and the Cash Account window will open.
3. Click on **Use Default Cash Account** and the Miscellaneous Receipts window will be displayed.
4. If receipts are present, click on the arrow bar labeled **Miscellaneous Receipts** to locate the receipts to be edited or deleted.
5. If changing a receipt, make the necessary alterations and click on **Save**.
6. If deleting a receipt, click on **Delete**.
7. When done click on **OK** and a window will be displayed with three options.
8. Click on **Print Miscellaneous Receipts** to list all entries that are waiting to be posted.
9. Click on **Print Deposit Slip** to create a deposit slip.
10. Click on **Print Miscellaneous Receipts** to post all of the receipts.
11. Click on **OK** and the Miscellaneous Receipts window will close. If the entries have not been posted an option will come up asking if you wish to delete the entries. Click on **Yes** if you wish to delete all non-posted entries. Click on **No** if you wish to retain all non-posted receipts.

Copyright 2010 © FullHouse Software, Inc.

Copyright 2010 © FullHouse Software, Inc.

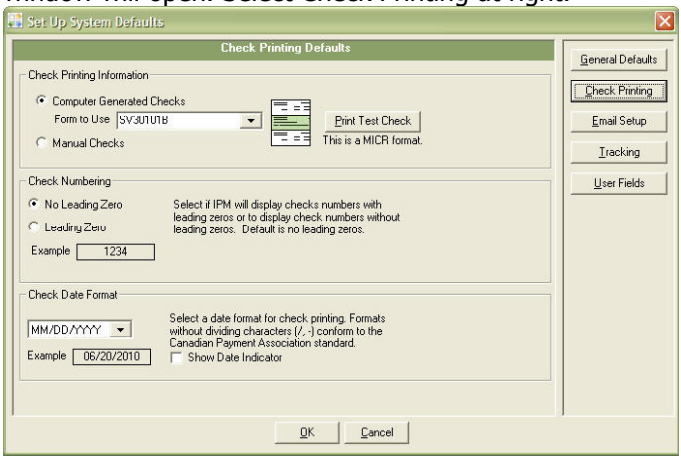
# Chapter 10: Checks

## Overview

IPM offers a wide range of check writing capabilities. Manual (hand written) and computer generated checks are standard features. MICR encoded checks allow for an inexpensive option.

## Setting Up or Changing Check Defaults

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Tools | System Defaults** and the System Defaults window will open. Select Check Printing at right.




Copyright 2010 © FullHouse Software, Inc.

3. Click on either **Computer Generated Checks** or **Manual Checks**. The former will have the system print the checks while manual checks are written by hand and entered thereafter.
4. If Computer Generated Checks is selected, the box labeled **Check Type** will be enabled. Click on the downward arrow next to the Check field and the list of compatible checks will be displayed. Unless otherwise noted, all styles are in accordance with the NEBS standard. Any other business supply company can cross reference their own check styles with those of NEBS. Click on the check code to use, and if will be made default. If you need an additional check style supported, please contact FullHouse Software.
5. If **Manual Checks** is selected, it is important to know when the checks should be posted. By default, the checks will be posted on the **Post Date** but this can be changed to Due Date in which case that date must be entered for each manual check written.
6. Checks can be printed with either leading zeroes or without. Choose between these two options.
7. When done, click on **OK** and the changes will be accepted**.**

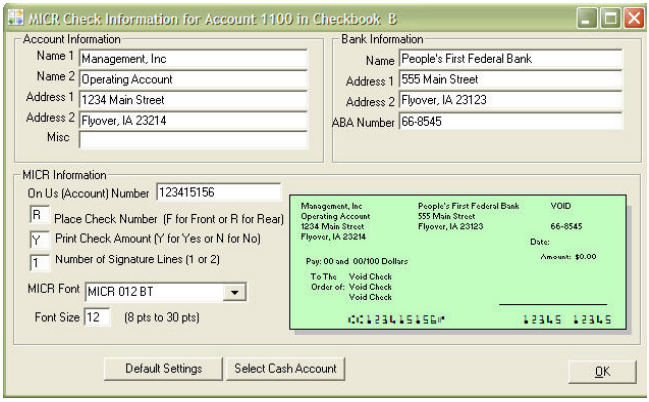
## Setting Up MICR Check Information (Optional)

This feature will only apply to those choosing to use MICR computer generated checks.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.

2. Click on **Tool | MICR Information** and select an account the MICR Check Information window will open.


Copyright 2010 © FullHouse Software, Inc.




3. The cursor will be on the **Name 1** field under Account Information. Enter the account name.
4. Press **Tab** and enter a second name if needed or leave blank.
5. Press **Tab** and enter the first line of the address– usually the street address and apartment, suite number or a P.O. Box number.
6. Press **Tab** and enter the second line of the address– usually the City, State or Province and Zip (postal) code.
7. Press **Tab** and enter whatever information you would like to appear along with the account information. A phone number and/or tax number are most commonly entered.
8. Pressing **Tab** again will move the cursor to the first field of Bank Information: Name. Enter the official name of the bank.
9. Press **Tab** and enter the first line of the bank's address- usually street address and apartment, suite number or P.O. Box number.
10. Press **Tab** and enter the second line of the address– usually the City, State (Province) and Zip (postal) code.
11. Press **Tab** and enter the bank's **ABA number**. If this number is not known, call your bank and they will supply the information.
12. Pressing **Tab** will bring you to MICR Information in the **Transit Number** field. The Transit number is located between a pair of transmit character( ). Enter the transit number.
13. Press Tab and enter the "**On Us**" number. This number

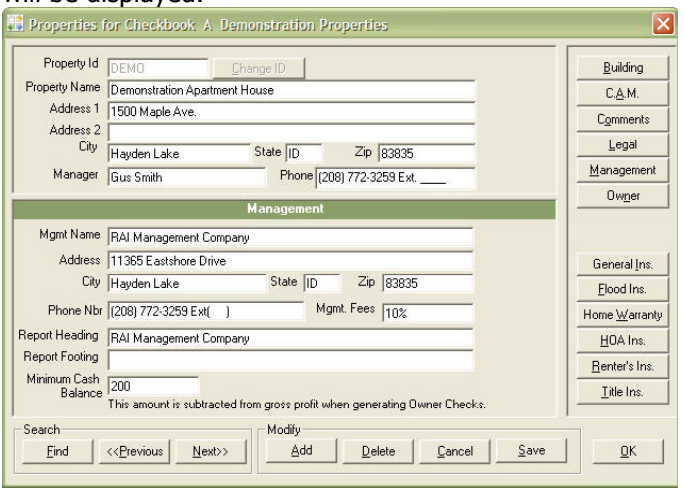
Copyright 2010 © FullHouse Software, Inc.

appears after the transit number; it lies between the second transmit character ( ) and the "on us" character ( ) on the check.

14. Press **Tab** and enter an **R** if the check numbers are to appear after the transit and "on us" numbers, or **F** if they are to appear in front of them. **R** is default.
15. Press **Tab** and enter **Y** if the check amount is to be printed in the MICR coding. Enter **N** if the check amount is not to be entered in the MICR coding. **N** is default.
16. Press **Tab** and enter the number of signature lines to be printed—1 or 2. 1 is default.
17. On the lower right side of the window is a mock-up of the check. View it to be sure that all information is correct.
18. When done, click on **OK** and the MICR Information window will close.

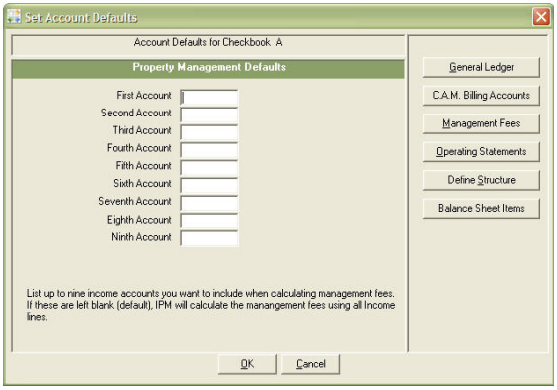
## Setting Up Information for Management Checks

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Property** icon and the Property window will open.
3. Click on **Management** and the Management information will be displayed.




 Copyright 2010 © FullHouse Software, Inc.

4. Click on the **Management Fee** field and enter a percentage to be taken from all income accounts for a management fee.
5. Click on **Next** to cycle through the properties and set up the management fee percentage. When done click on **OK** and the Property window will close.
6. If some income accounts are excluded, click on **Tools | Account Defaults** and the **Account Defaults** window will be displayed.



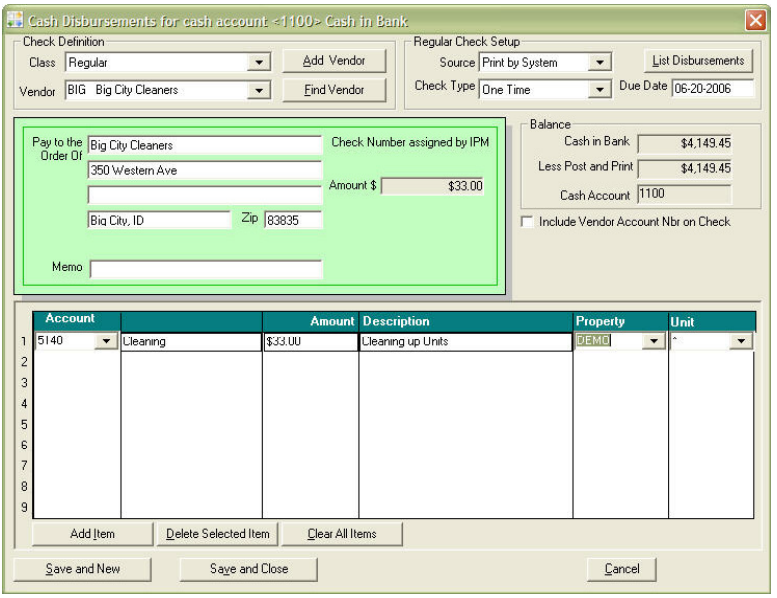

7. Click on **Management Fees**. A list of nine boxes will be displayed.
8. Click on the first box and press **F5**, select an Income Account to exclude from the management fee. Press **Tab** to advance to the next box.
9. Enter up to nine accounts to be excluded in the management fee calculation.
10. When done click on **OK**.

## Entering a Regular (Vendor) One Time Check

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Checks** icon and the Consolidated Cash window will open.

Copyright 2010 © FullHouse Software, Inc.

3. Click on **Use Consolidated Cash Balance**. The Consolidated Cash window will close and the Cash Disbursements window will open.




4. The **Print Status** field will be highlighted and either Print By System or Manual Check will be displayed. If this is not the correct selection, click on the downward arrow and select the correct check type.
5. If **Manual Check** is selected, make sure the check number field contains the correct check number.
6. If using an established vendor, click on the downward arrow of the **Vendor** field and select a vendor. The vendor information will be displayed on the left side of the window.
7. If the vendor has not been set up, click on the Add New Vendor and the Vendor window will be displayed. See Chapter 7—Vendors: Entering a New Vendor for the step by step instructions.
8. If the vendor has been set up properly, the first detail line of the Cash Disbursement will be filled in and the cursor will be in the Amount field. If so, enter the amount.
9. If the account information was not filled in, press F5 and

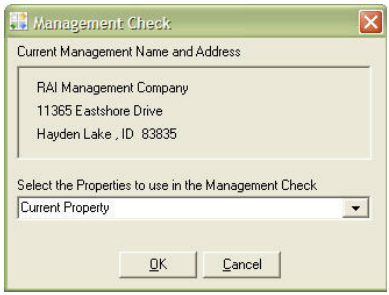

Copyright 2010 © FullHouse Software, Inc.

select an expense account. Press Tab and enter the dollar amount. Press Tab and enter a description for the item. Press **Tab** and click on the downward arrow and select the property to be charged.

9. If this check is written for more than one property or expense account, click on Add Item. Change any of the account information, including amount and property. Up to nine items may be added to a single check.
10. To add another check, click on **Enter Another Check**.
11. When done, click on **OK** and the Cash Disbursements window will close.
12. **Print by System** checks can now be printed. **Manual Checks** can now be posted.

## Entering a Management Check

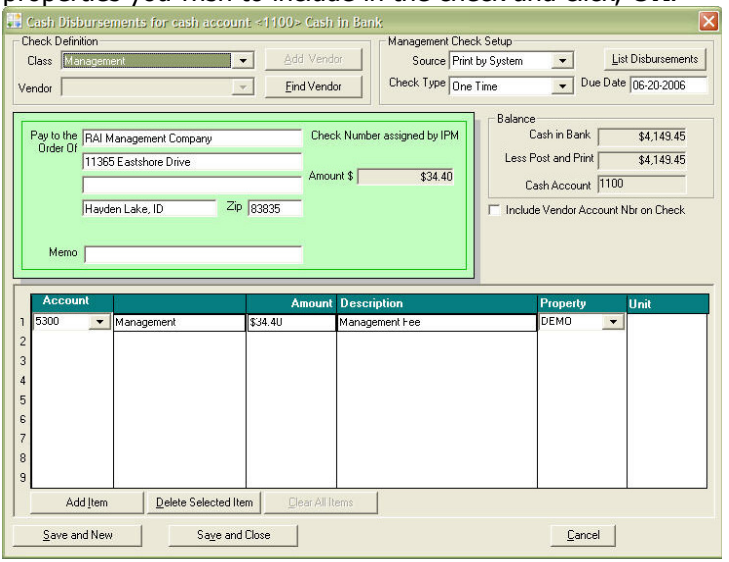
1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Checks** icon and the Consolidated Cash window will open.
3. Click on **Use Consolidated Cash Balance**. The Consolidated Cash window will close and the Cash Disbursements window will open.
4. The **Print Status** field will be highlighted and either Print By System or Manual Check will be displayed. If this is not the correct selection, click on the downward arrow and select the correct check type.
5. If **Manual Check** is selected, make sure the check number field contains the correct check number.
6. Click on **Management** under the Check Class in the upper right side of the Cash Disbursements window and the Management Check window will open.




7. Click on the downward arrow of the field and select either Current Property, Select Properties or Use All

Copyright 2010 © FullHouse Software, Inc.

Properties for this Checkbook. If Select Properties is chosen, a list of all Properties will be displayed; choose which properties you wish to include in the check and click, **OK**.




8. If this check is written for more than nine properties, the Finish button will be grayed out. Click on Enter Another Check to create a new check containing up to nine additional properties. Continue clicking on **Enter Another Check** until **OK** is enabled once more, this indicates that all checks have been generated for all selected properties.
9. To add another check click on Enter Another Check.
10. When done, click on **OK** and the Cash Disbursements window will close.
11. **Print by System** checks can now be printed. **Manual Checks** can now be posted.

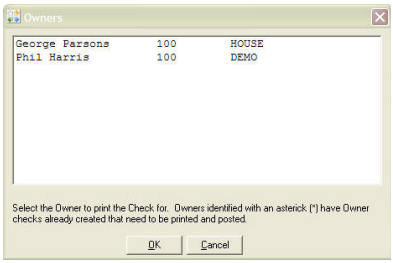
## Entering an Owner Check

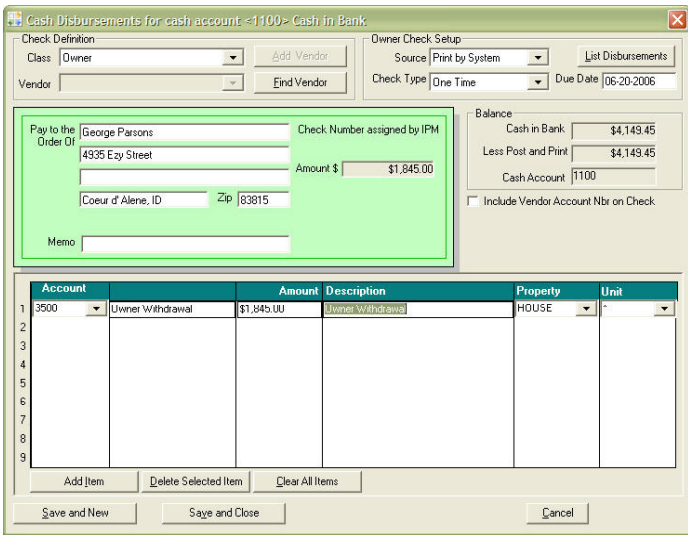
This type of check may only be generated if Owners have been set up for this property and the Owner Withdraw Account default have been entered. See Chapter 3—Properties and Chapter 6—Accounts for information on how this is entered.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.

 Copyright 2010 © FullHouse Software, Inc.

2. Click on **Use Consolidated Cash Balance**. The Consolidated Cash window will close and the Cash Disbursements window will open.
2. The **Print Status** field will be highlighted and either Print By System or Manual Check will be displayed. If this is not the correct selection, click on the downward arrow and select the correct check type.
2. If **Manual Check** is selected, make sure the check number field contains the correct check number.
3. setupfontClick on Owner under **Check Class** in the upper left corner of the window.
4. Click on the name of the Owner to receive a check. **Note**: Owner for whom checks have already been written this month will be marked with an asterisk.


Owners
George Parsons 100 HOUSE
Phil Harris 100 DEMO
Select the Owner to print the Check for. Owners identified with an asterick (*) have Owner checks already created that need to be printed and posted.
OK
Cancel




5. The owner's name will be listed as the vendor, and the amount equal to the owner's percentage of ownership of the total cash in the bank for that property, will be entered into

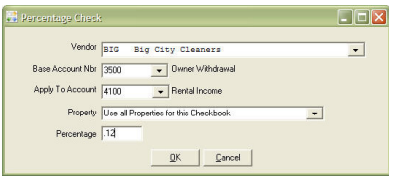
Copyright 2010 © FullHouse Software, Inc.

the field. Alter this value if needed.

6. To add another check, click on Enter Another Check.
7. When done click on **OK** and the Cash Disbursements window will close.
8. **Print by System** checks can now be printed. **Manual Checks** can now be posted.

## Entering Percentage Checks

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Checks** icon and the Consolidated Cash window will open.
3. Click on **Use Consolidated Cash Balance**. The Consolidated Cash window will close and the Cash Disbursements window will open.
4. The **Print Status** field will be highlighted and either Print By System or Manual Check will be displayed. If this is not the correct selection, click on the downward arrow and select the correct check type.
5. If **Manual Check** is selected, make sure the check number field contains the correct check number.
6. Click on **Percent** under **Check Class** in the upper left side of the window.
7. Click on the downward arrow in the Vendor field to select the vendor.
8. Press **Tab** and click on the downward arrow or press **F5** to select the Base Account nbr.




9. Press **Tab** and click on the downward arrow or press **F5** to select the Apply to Account.
10. Press **Tab** to move the cursor to the Property field. Click on the downward arrow to select one of three options. Choose either: Use all Properties for this Checkbook, Use Current Property or Select Properties. If Use Current Property is selected, the check will be applied to this property only, otherwise the check will be written across property lines.


Copyright 2010 © FullHouse Software, Inc.

11. Press **Tab** and enter the percentage as a decimal. For example: if 10% of the base account is to be used, enter 0.1; if a 5% figure is used, enter 0.5; etc. Click on OK. The **Percentage Check** window will close and the check will be displayed.
12. If this check is written for more than nine properties, the Finish button will be grayed out. Click on Enter Another Check to create a new check containing up to nine additional properties. Continue clicking on Enter Another Check until Finish is enabled once more, this indicates that all checks have been generated for all selected properties.
13. To add another check click on **Enter Another Check**.when done, click on Finish and the Cash Disbursements window will close.
14. Print by System checks can now be printed. Manual Checks can now be posted**.**

## Entering Work Order Checks

See Chapter 13—Work Order for more information.

## Entering Permanent Checks

Permanent checks are checks that are written every month for a set amount, for example, a mortgage. By creating a Permanent Check a template is created which will be repeatedly copied.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Checks** icon and the Consolidated Cash window will open.
3. Click on **Use Consolidated Cash Balance**. The Consolidated Cash window will close and the Cash Disbursements window will open.
4. The **Print Status** field will be highlighted and either Print By System or Manual Check will be displayed. If this is not the correct selection, click on the downward arrow and select the correct check type.
5. If **Manual Check** is selected, make sure the check number field contains the correct check number.
6. Click on the downward arrow in the **Check Type** field and select **Permanent**.

Copyright 2010 © FullHouse Software, Inc.

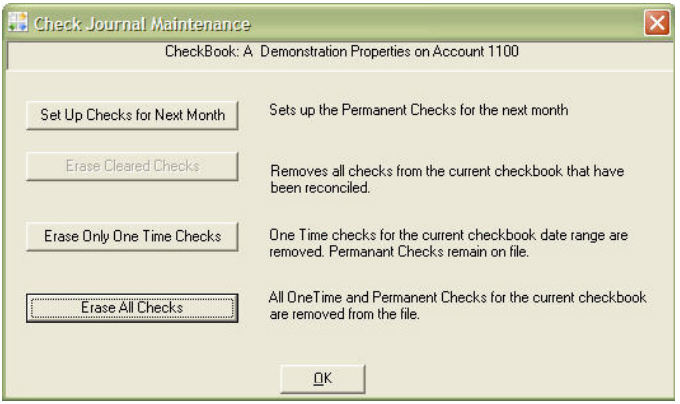
7. If using an established vendor, click on the downward arrow in the Vendor field to select the vendor. The vendor information will be displayed.
8. If the vendor has not been set up, click on Add New Vendor and the Vendor window will open. See Chapter 7—Vendors-Entering a New Vendor for step by step instructions.
9. If the vendor has been set up properly, the first detail line of the Cash Disbursements will be filled in and the cursor will be in the Amount field. If so, enter the amount.
10. If the account information was not filled in, press F5 and select an expense account. Press Tab and enter the dollar amount. Press Tab and enter a description for the item. Press Tab and click on the downward arrow and select the property to be charged.
11. If this check is written for more than one property or expense account, click on Add Item. Change any of the account information, including amount and property. Up to nine items may be added to a single check.
9. To add another check, click on **Enter Another Check**.
10. When done, click on OK and the Cash Disbursements window will close.
11. The permanent check is now created and must now be set up using the **Setting up Permanent Checks** for Printing/Posting instructions.

## Setting up Permanent Checks for Printing/Posting

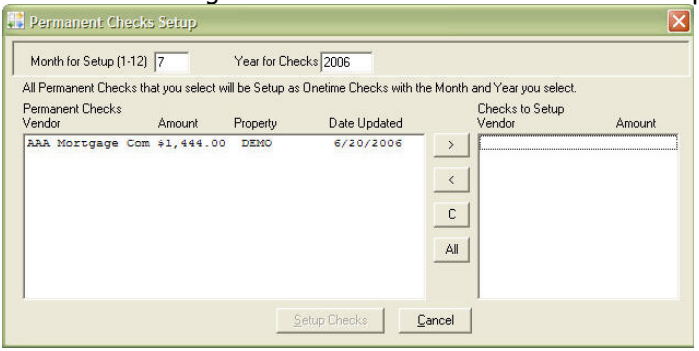
Though created in the same manner as One Time checks, Permanent Checks differ significantly in that they must be set up through Check Journal Maintenance to become useful.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Payable | Check Journal Maintenance** and the Check Journal Maintenance window will open.


Copyright 2010 © FullHouse Software, Inc.


Check Journal Maintenance
CheckBook: A Demonstration Properties on Account 1100
Set Up Checks for Next Month
Sets up the Permanent Checks for the next month
Erase Cleared Checks
Removes all checks from the current checkbook that have been reconciled.
Erase Only One Time Checks
One Time checks for the current checkbook date range are removed. Permanant Checks remain on file.
Erase All Checks
All OneTime and Permanent Checks for the current checkbook are removed from the file.
OK

3. Click on **Setup Checks** for next month to display the Permanent Check Setup window. The window is dominated by two white boxes, which are separated by a column of buttons. The box on the left lists all Permanent Checks. The box on the right lists all Permanent Checks to be set up.




4. Click on the **Month for Setup (1-12)** field. Enter the number of the month in which these checks are to be generated.
5. Click on **Year of Checks** and enter the four digit year in which these checks are to be generated. Note: the specific day is determined when the Permanent Check is first created.
6. Scroll down on the left box and click to highlight a check to be entered into the system. Then click on the right pointing arrow in the column of buttons. This will place a copy of the check into the right box.
7. Select the checks to be generated. If all of the Permanent

Copyright 2010 © FullHouse Software, Inc.

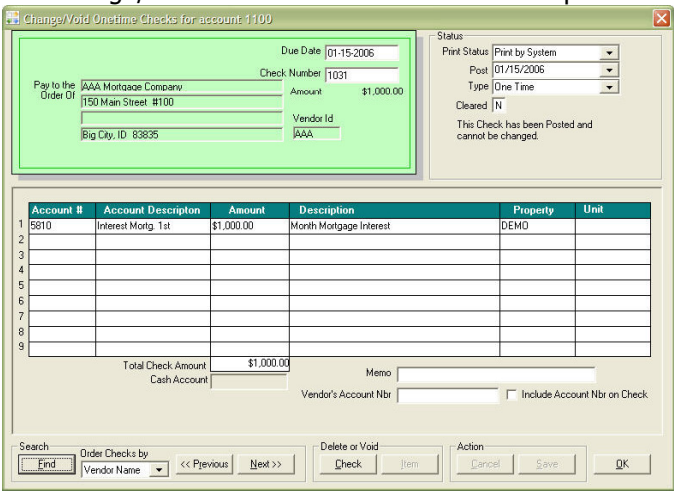
Checks are to be generated, click on All, which will save you time.

8. The left pointing arrow and the C buttons can be used to remove a single check of all the checks from the set up list.
9. When finished selecting checks, click on **Setup Checks**. The Setup Permanent Checks window will close.
10. The checks must now be printed (generated by the system only) and posted.

## Change or Void a Onetime Check

This set of instructions is used to alter checks that have yet to be posted, allowing for the re-printing of checks, and deletion of all checks, posted or not.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Payable | Change or Void Onetime Checks** and the Change/Void Onetime Checks window will open.




3. Locate the check to be altered by clicking on **Next** or **Previous**, by selecting **Vendor Name** or **Check #** and entering the correct information or clicking on To be Printed to see a list of checks yet to be printed.
4. If changing a check that has already been printed so that it may be reprinted, click on the Print field. The system will indicate that the check has been printed and ask if it should


Copyright 2010 © FullHouse Software, Inc.

be reprinted. Click on **Yes** and the the check can be reprinted through **Payables | Print Checks**.

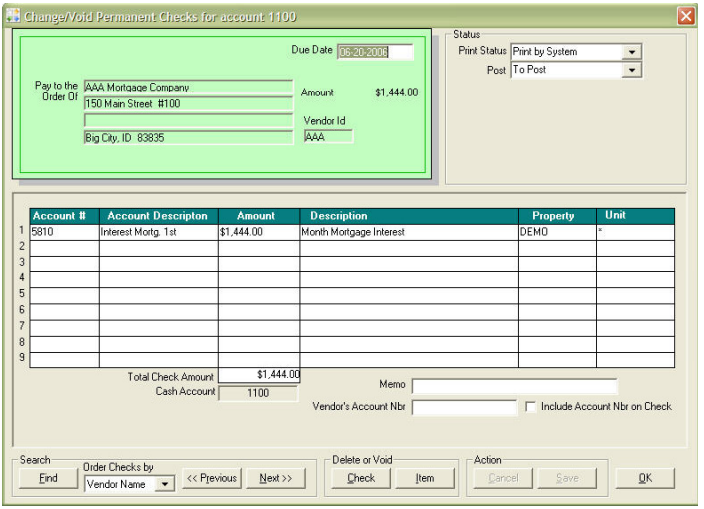
5. If the check has not been posted, it may be altered by changing the amount on an item, or by deleting a specific item. In the **Deleting/Void** box in the bottom center of the screen click on Item and choose the appropriate item number.
6. All checks may be deleted by clicking on Check in the Deleting/Void box in the bottom center of the screen. Posted checks generate a mirror image reversal, which must be posted, while checks that have not been posted are simply removed completely.
7. Locate another check to be altered or deleted.
8. When done click on **OK**.
9. If changes have been to posted checks, the system will ask if the changes are to be posted. Click on **Yes**; the Change/Delete Onetime Checks window will close and the changes will be recorded. If **No** is clicked, the Charge/Delete Onetime window will close but the changes will not be recorded until they have been posted through **Payables | Post Changes/Deletions**.

## Change or Void a Permanent Check

This applies to only the Permanent Checks and not the checks that are generated from them (see Setting up Permanent Checks for Printing/Posting for more information on how checks are created/setup from Permanent masters).

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Payables | Change or Delete Permanent Checks** and the Change or Delete Permanent Checks window will open.

Copyright 2010 © FullHouse Software, Inc.



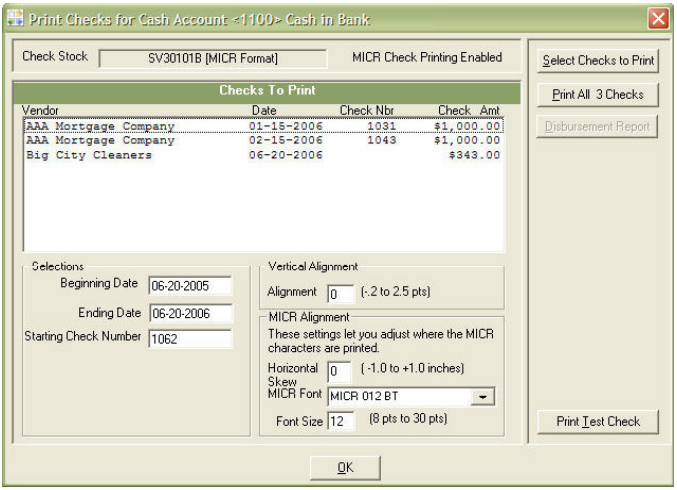

3. Locate the check to be altered by clicking on **Next** or **Previous**, by selecting **Vendor Name** or **Check #** and entering the correct information.
4. It may be altered by changing the amount on an item, or by deleting a specific item. Click on Item, under **Deleting/Voiding**, and choose the appropriate item number.
5. All checks may be deleted by clicking on Check under Deleting/Voiding
6. Locate another check to change or delete.
7. When done click on OK. The permanent check or checks are now altered or, deleted and removed from the list of permanent checks that may be setup each month.

## Printing Checks

Checks are only printed if Print by System checks are used.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Payable | Print Checks** and the Print Checks window will open.


Copyright 2010 © FullHouse Software, Inc.




3. Initially start with normal paper in the printer and click on **Print a Test Check** to determine if alignment is correct. If MICR encoded checks are being generated; it might be a good idea to use actual check stock to make this test. If the alignment is off, change the value of Alignment field in the Alignment frame. MICR Font, MICR Font Size and Skew only become active if in the database so future print runs will start with the last accurate print adjustment already set.
4. When the adjustments are correct place the check stock into the printer.
5. Change the **Beginning Date** and **Ending Date** fields to the correct range of check due dates. Only checks that fall between these dates can be printed.
6. Check the **Starting Check Number** field and make sure that it is correct. If not, change it to the correct value. The value in this field will increment by one each time a check is written.
7. To select checks to print individually, click on Select Checks to Print. Locate the check by clicking on **Previous** or **Next**. When a check is located, it may be printed by clicking on **Print Check**. When finished, click on **OK**.
8. To print all checks in the queue, click on **Print All Checks.**
9. When check printing is complete, replace the check stock with normal paper.
10. Click on **Print Disbursement Report** to give a hard copy

Copyright 2010 © FullHouse Software, Inc.

summary of the checks.

11. Click on **OK**. The Print Check window will close and the system will ask if you wish to post the checks now. If you click **Yes**, the checks will be posted at that time. If you choose **NO**, then the checks must be posted before their effects will be recorded in the ledgers.
12. If, for whatever reason, checks needed to be printed, change the print status of the check to To Be Printed. See Changing/Deleting Onetime Checks.

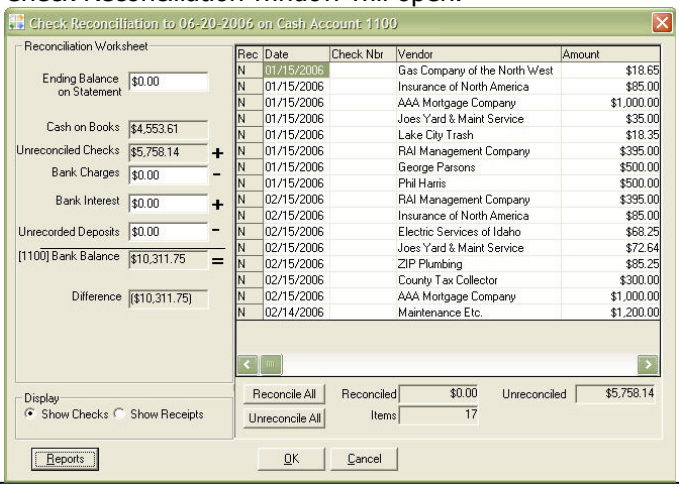
## Posting Checks

Only Manual Checks and checks that were not posted after printing need to be posted using this method.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Payable | Post Checks**.
3. The systems will display a notice that posting is taking place. Posting is complete when the notice is no longer visible.

## Reconciling the Bank Statement

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Payable | Reconcile Bank Statement** and the Check Reconciliation window will open.


Check Reconciliation to 06-20-2006 on Cash Account 1100
Reconciliation Worksheet
Ending Balance on Statement $0.00
Cash on Books $4,553.61
Unreconciled Checks $5,758.14 +
Bank Charges $0.00 -
Bank Interest $0.00 +
Unrecorded Deposits $0.00 -
[1100] Bank Balance $10,311.75 =
Difference ($10,311.75)
Display
Show Checks Show Receipts
Rec Date Check Nbr Vendor Amount
N 01/15/2006 Gas Company of the North West $18.65
N 01/15/2006 Insurance of North America $85.00
N 01/15/2006 AAA Mortgage Company $1,000.00
N 01/15/2006 Joes Yard & Maint Service $35.00
N 01/15/2006 Lake City Trash $18.35
N 01/15/2006 RAI Management Company $395.00
N 01/15/2006 George Parsons $500.00
N 01/15/2006 Phil Harris $500.00
N 02/15/2006 RAI Management Company $395.00
N 02/15/2006 Insurance of North America $85.00
N 02/15/2006 Electric Services of Idaho $68.25
N 02/15/2006 Joes Yard & Maint Service $72.64
N 02/15/2006 ZIP Plumbing $85.25
N 02/15/2006 County Tax Collector $300.00
N 02/15/2006 AAA Mortgage Company $1,000.00
N 02/14/2006 Maintenance Etc. $1,200.00
Reconcile All
Unreconcile All
Reconciled $0.00
Items 17
Unreconciled $5,758.14
Reports
OK
Cancel

 Copyright 2010 © FullHouse Software, Inc.

3. Start by entering the ending cash balance from your bank statement in the **Ending Balance** box.
4. The screen shows all uncleared checks. To show uncleared receipts, click the **Show Receipts** radio button at the bottom of the screen
5. To clear any check, click the first column **Rec** in the table. The Unreconciled total will be reduced, and the worksheet at left will change. Use the Reconcile All or Clear buttons to change your selections. As you reconcile items, the difference at the left will approach $0.
6. Record any Bank Charges and Bank Interest in the fields to the lower right of the window.
7. When done, click on **OK** and the Check Reconciliation window will close. The system will ask whether a Reconciliation Report should be generated. Select the Output Destination and click on **Print Report** to do so. When completed click on **OK**.
8. Remember to create Miscellaneous Receipts for interest earned, and Miscellaneous Disbursements for Bank Charges!

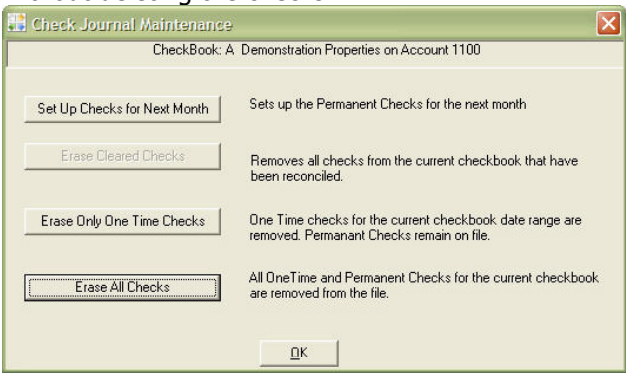
## Check Journal Maintenance

Even a small property management company will quickly write many checks. Over time the shear number of checks will affect the system's speed and even reliability. Periodic use of Check Journal Maintenance to delete some or all of the outdated checks is highly recommended.

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. If it has not been done recently, backup the database by clicking on **File | Backup IPM Database**. Select the destination for the backup and click on Backup.
3. Click on **Payable | Check Journal Maintenance** and the Check Journal Maintenance window will open.
4. Clicking on **Erase Cleared Checks** will delete only checks that have cleared in the active checkbook. Upon clicking on this button, a window will open that will ask for a date. By default the Post Date is used. Any checks written on or before this date that have been marked "Cleared" will be erased. Change the date or leave it as it stands and click

Copyright 2010 © FullHouse Software, Inc.

Accept to delete the checks or Cancel to exit the function without deleting the checks.


Check Journal Maintenance
CheckBook: A Demonstration Properties on Account 1100
Set Up Checks for Next Month
Sets up the Permanent Checks for the next month
Erase Cleared Checks
Removes all checks from the current checkbook that have been reconciled.
Erase Only One Time Checks
One Time checks for the current checkbook date range are removed. Permanant Checks remain on file.
Erase All Checks
All OneTime and Permanent Checks for the current checkbook are removed from the file.
OK

5. Clicking on **Erase Only Onetime Checks** will prompt for a date range. All onetime checks, regardless of whether they have cleared or not will be erased. Change the date range and click on Accept to delete all onetime checks or Cancel to exit the function without deleting any checks.
6. Clicking on **Erase All Checks** will erase all checks in the checkbook, including permanent checks. This option should be used with care. Upon clicking on this button, the system will ask to confirm your request. Click on Yes to erase all checks, or No to exit the function without deleting any checks.
7. When done, click on **OK** and the Check Journal Maintenance window will close.


Copyright 2010 © FullHouse Software, Inc.

# Chapter 11: Reports

## Overview

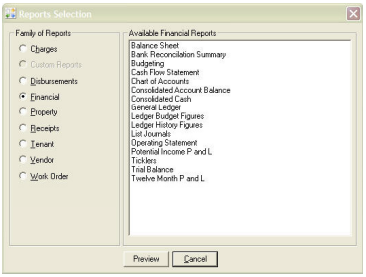
Reports are a large part of the IPM software. With over 175 separate reports with one to six options each, there is literally too much to cover in this manual. As such, this section gives a general overview to using the reports.

Reports are broken down into nine categories: Financial, Tenant/Member, Vendor, Property, Disbursements, Receipts, Charges, Work Orders and Custom Reports. All but the last two are standard with the IPM system. Work Orders are enabled with the work order subsystem, in the Unlimited edition. A Custom Report Designer is available if the standard reports don't meet your particular needs. FullHouse Software can also provide customized reports at a nominal fee.

## Printing a Report

Almost all reports follow a similar procedure. The steps found in this section will be enough to get you started generating reports.

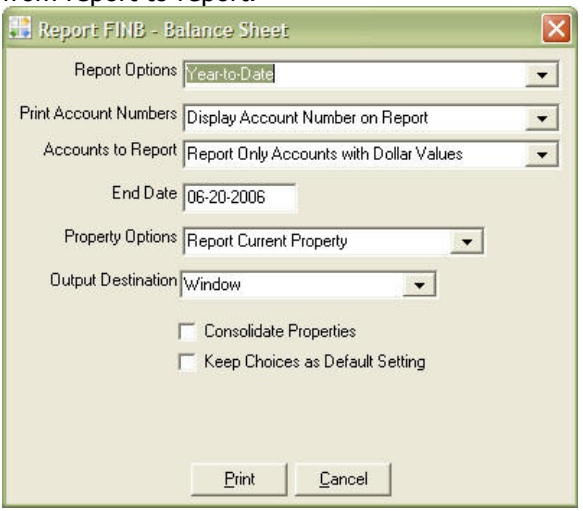
1. Make certain that the correct checkbook and property are active. If you are not in the right




Copyright 2010 © FullHouse Software, Inc.

checkbook and property, change them under Current Settings.

2. Click on the **Reports** icon. The Reports window will open.
3. Click on the category where the report is most likely to be found. For example, click on **Financial** if you are looking for Operating statements and balance sheets, or click on Property for a list of units or summary of management fees. The organization of the reports will become second nature as you become familiar with the program.
4. Click on the name of the report to be generated.
5. Click on **OK**. The Reports window will close and a window to set the reporting options will open. The options will vary from report to report.



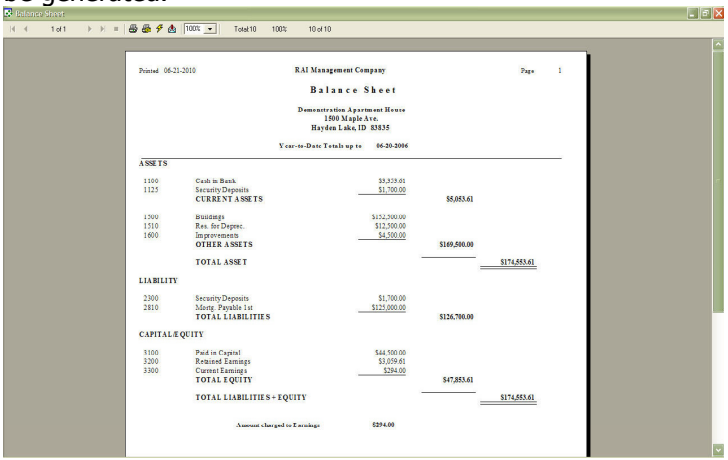

6. The following are common elements that are found in many or most reports.
    - **Output Destination.** This is the one universal constant in all reports. The report can be viewed in a Window or sent directly to the Printer. All reports can be exported from the preview window.
    - **Property Options.** This is displayed on almost all reports. In this field, choose among **Report Current Property, Report all Properties** (in the active checkbook) or **Select Properties to Report**. If the last is chosen, a window will be displayed where you may choose one or more properties to


Copyright 2010 © FullHouse Software, Inc.

create a report.

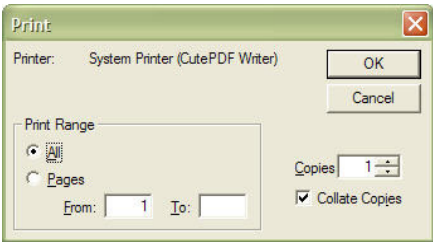
- **Consolidate Properties.** Some reports which are capable of consolidating the information of two properties into a single report. Click on this option to consolidate the report.
- **Keep Choices as Default Settings**. Some reports with many variables offer this option. If it is selected, the options selected on this report will be set as the default when the report is next generated.

7. After all options have been set, click on **OK**. The report will be generated.




8. At the top of the Preview window, there is a toolbar with key functions: Print, Print Setup, Refresh, Export and Resize.

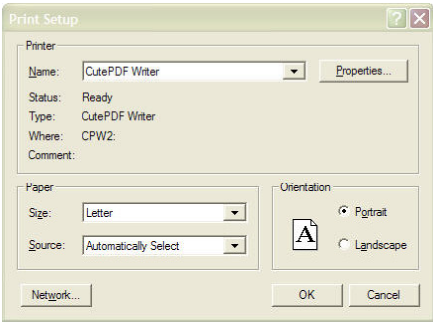
9. The Print button raises the Print dialog. This screen allows you to change the number of copies printed and set the range of paged to be printed, from **All** to specific **Pages**.




10. The Print Setup button raises the Print Setup screen where you can change your printer, change your orientation from

Copyright 2010 © FullHouse Software, Inc.

**Portrait** to **Landscape**, and change your paper size and source. If you want to change the finishing options on your printer, click the **Properties** button. The options here will change according to your printer.




11. The Export Button raise the Export screen. The **Format** dropdown gives you the types of export you can create. It includes PDF (Adobe's Portable Document Format), Character Separated Values, Comma Separated Values, Crystal Reports, Data Interchange Format (DIF), Excel 2.0, 3.0 or 4.0, HTML 3.2 or 4.0, Lotus 1-2-3, ODBC, Record Style, Report Definition, Rich Text format, Tab-Separated, Text, Word, and XML. The most commonly user are **PDF**, **Excel**, **Word** and **Comma-Separated**, but between all those selections, you should be able to find what you need! The Destination drop-down allows you to direct your export to either a Disk file (the usual) or another Application, a Domino server, Exchange folder, or email via MAPI. Note that your email client must support MAPI to create an email this way.

12. When finished, click on the large **X** in the top right corner to close the window.


Copyright 2010 © FullHouse Software, Inc.

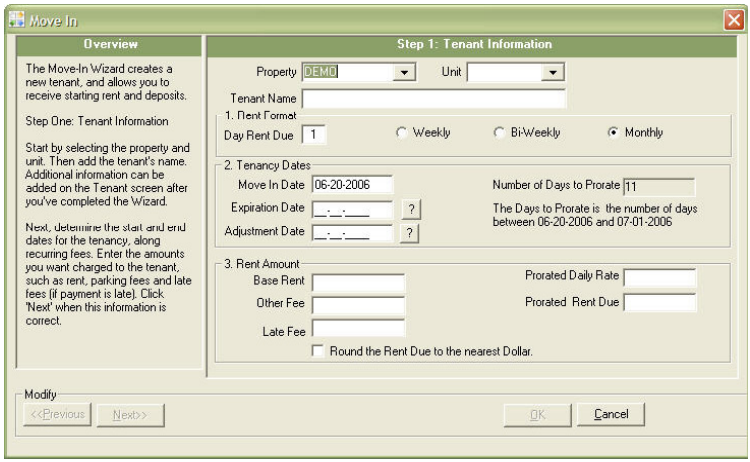
# Chapter 12: Move In and Move Out

## Overview

The Move In/Move Out feature allows tenants to be moved in and out of units and manages the hassles of prorated rent, deposits and uncollected bills in one place. They are created for specific business situations, so in some cases it may be easier to add or remove tenants from the Tenant screen; not available for HOAs/Condos.

## Tenant Move In

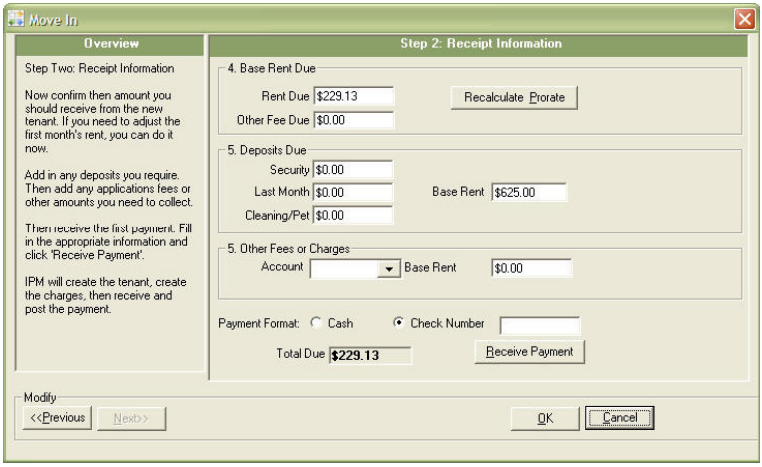
1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the Move In icon. The **Move In** wizard will open.


Move In
Overview
The Move-In Wizard creates a new tenant, and allows you to receive starting rent and deposits.
Step One: Tenant Information
Start by selecting the property and unit. Then add the tenant's name. Additional information can be added on the Tenant screen after you've completed the Wizard.
Next, determine the start and end dates for the tenancy, along recurring fees. Enter the amounts you want charged to the tenant, such as rent, parking fees and late fees (if payment is late). Click 'Next' when this information is correct.
Step 1: Tenant Information
Property DEMO
Unit
Tenant Name
1. Rent Format
Day Rent Due 1
Weekly
Bi-Weekly
Monthly
2. Tenancy Dates
Move In Date 06-20-2006
Expiration Date
Adjustment Date
Number of Days to Prorate 11
The Days to Prorate is the number of days between 06-20-2006 and 07-01-2006
3. Rent Amount
Base Rent
Other Fee
Late Fee
Prorated Daily Rate
Prorated Rent Due
Round the Rent Due to the nearest Dollar.
Modify
<<Previous
Next>>
OK
Cancel

Copyright 2010 © FullHouse Software, Inc.

3. Click on the downward arrow next to the Property field and select a property. The active property is default.
4. Press **Tab** and click on the downward arrow next to the Unit field. Select a unit.
5. After selecting a unit, the cursor will be advanced to the **Tenant Name** field. Enter the tenant's name.
6. Press **Tab** and enter the day that rent comes due (from 1-28). 1 is default. **Note**: Changing the Day Due changes how the rent is prorated.
8. Select a billing cycle option, Monthly, Weekly and Bi-Monthly. Monthly is the default. Note: No matter what option you choose the system will adjust for the different lengths—30 days, 7 days and 15 days.
9. Press **Tab**, enter the **Move In** date if it differs from the Post Date.
10. Press **Tab** and enter the **Expiration Date** of the Lease. If this is not a lease or the date is unknown, leave the field blank.
11. Press **Tab** and enter the date the lease must be renewed in the Adjustment Date field. If this is not a lease or the date is unknown, leave the field blank.
12. Press **Tab**. If the Base Rent is correct, move on, if not change it by entering the correct amount. The rent will automatically be prorated according to the move in date and the day that rent comes due.
13. Press **Tab** and enter any Other Fee in this field.
14. Press Tab and enter any **Late Fee** that will be charged to the tenant when they make a late payment. **Note**: If the Late Fee amount is anything but a fixed amount, leave the field blank.
15. Click **Next** when you are finished with the information on this page. This will bring you to the second page of the wizard, the Receipt page.


Copyright 2010 © FullHouse Software, Inc.

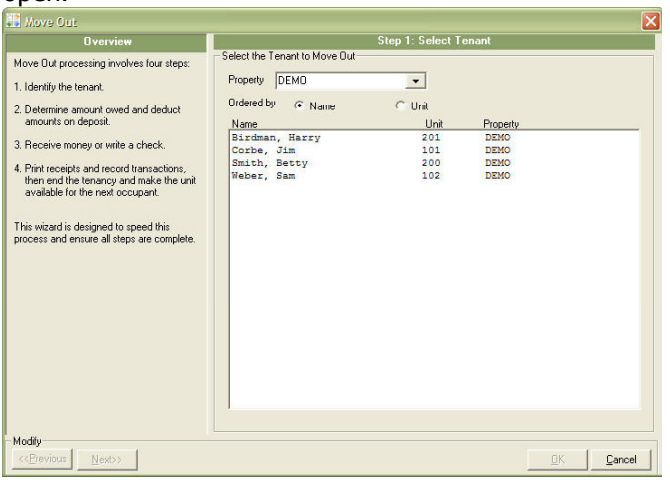

Move In
Overview
Step Two: Receipt Information
Now confirm then amount you should receive from the new tenant. If you need to adjust the first month's rent, you can do it now.
Add in any deposits you require. Then add any applications fees or other amounts you need to collect.
Then receive the first payment. Fill in the appropriate information and click 'Receive Payment'.
IPM will create the tenant, create the charges, then receive and post the payment.
Step 2: Receipt Information
4. Base Rent Due
Rent Due $229.13
Other Fee Due $0.00
Recalculate Prorate
5. Deposits Due
Security $0.00
Last Month $0.00
Cleaning/Pet $0.00
Base Rent $625.00
5. Other Fees or Charges
Account
Base Rent $0.00
Payment Format: Cash Check Number
Total Due $229.13
Receive Payment
Modify
<<Previous
Next>>
OK
Cancel

16. Change any amounts in the **Base Rent Due** to reflect your agreement with your tenant. If you need to recalculate the prorated rent, click the **Recalculate Prorate** button.
17. Enter any **Security Deposits**, **Last Month's Rent** or **Pet Deposits** due.
18. The tenant is charged for an amount equal to the prorated rent, other fees, deposit and one other account, if needed.
19. Locate the **Cash** and **Check** options near the bottom the window. Select the option the tenant is using to pay their total due. If Cash is used, CASH will be entered in the field to the right, if Check is used, a check number must be entered in the field.
19. Click on **Receive** Payment.
20. The system will ask if a receipt is to be printed. Click on **Yes** and a receipt will be printed. Click on **NO** and no receipt will be printed.
21. Next, the system will ask if the Cash receipts are to be posted. Click on **Yes** and the payment will be distributed properly. Click on **NO** and the payment must be posted through **Receipts | Post Receipts**.
22. The **Move In** window will close and the tenant is entered.

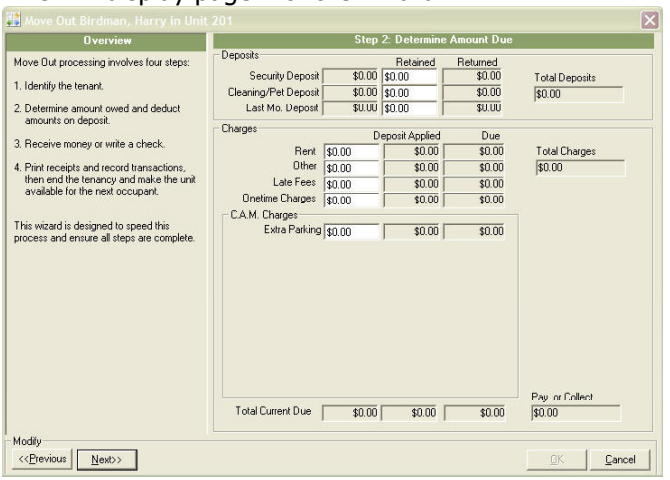
Copyright 2010 © FullHouse Software, Inc.

## Tenant Move Out

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Move Out** icon. The Move Out Wizard will open.

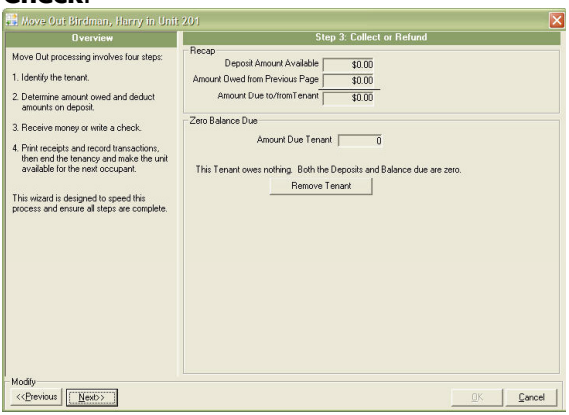

Move Out
Overview
Move Out processing involves four steps:
1. Identify the tenant.
2. Determine amount owed and deduct amounts on deposit.
3. Receive money or write a check.
4. Print receipts and record transactions, then end the tenancy and make the unit available for the next occupant.
This wizard is designed to speed this process and ensure all steps are complete.
Step 1: Select Tenant
Select the Tenant to Move Out
Property DEMO
Ordered by Name Unit
Name Unit Property
Birdman, Harry 201 DEMO
Corbe, Jim 101 DEMO
Smith, Betty 200 DEMO
Weber, Sam 102 DEMO
Modify
<<Previous
Next>>
OK
Cancel

3. Select the **Tenant** to Move Out. If the property is not correct, click on the downward arrow and select the correct property.
4. When you've selected the tenant to move out, click **Next**. This will display page 2 of the wizard.


Move Out Birdman, Harry in Unit 201
Overview
Move Out processing involves four steps:
1. Identify the tenant.
2. Determine amount owed and deduct amounts on deposit.
3. Receive money or write a check.
4. Print receipts and record transactions, then end the tenancy and make the unit available for the next occupant.
This wizard is designed to speed this process and ensure all steps are complete.
Step 2: Determine Amount Due
Deposits
Retained Returned
Security Deposit $0.00 $0.00 $0.00
Cleaning/Pet Deposit $0.00 $0.00 $0.00
Last Mo. Deposit $0.00 $0.00 $0.00
Total Deposits $0.00
Charges
Deposit Applied Due
Rent $0.00 $0.00 $0.00
Other $0.00 $0.00 $0.00
Late Fees $0.00 $0.00 $0.00
Onetime Charges $0.00 $0.00 $0.00
C.A.M. Charges
Extra Parking $0.00 $0.00 $0.00
Total Charges $0.00
Total Current Due $0.00 $0.00 $0.00
Pay or Collect $0.00
Modify
<<Previous
Next>>
OK
Cancel

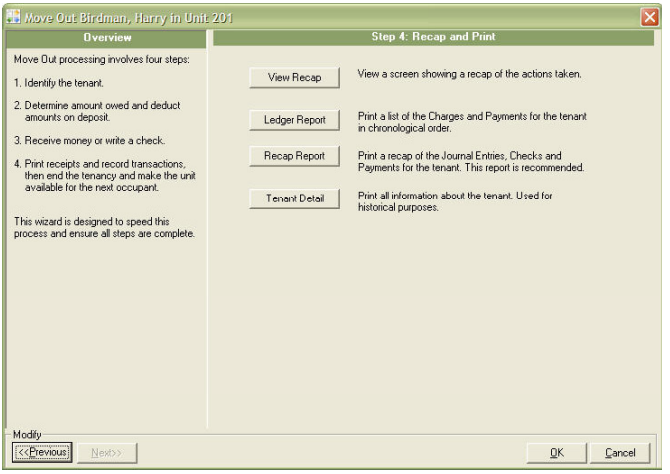
 Copyright 2010 © FullHouse Software, Inc.

5. On the left side of the window is a box labeled **Deposits**, which displays the deposits, amount retained and the total returned. By default, all deposits are returned. If some amount is to be kept, click on the field in the Retained column and enter the amount of that deposit to retain. For example, if $300.00 of a $700.00 security deposit is to be retained, enter 300 in the Retained field in the row labeled Security Deposit.
6. The next step depends upon the difference between the amount due and the returned deposits.
   - If the amount due is **completely** offset by the deposits, a box will appear and declare that the tenant has a Zero Balance. Click on Prepare Journals and the system will make the necessary entries to move out the tenant.
   - If the amount due is **greater than the deposits**, the tenant must pay the difference. A box on the right side of the window labeled Receive a Payment will be displayed. In that box, click on whether the payment is received in Cash or Check, if a check, enter the check number in the field provided. Click on **Receive a Payment** and the system will make the necessary entries to move out the tenant.
   - If the amount is **less than the deposits**, a refund check must be issued. A box on the right side of the window labeled **Write a Check** will be displayed. In that box is the information for writing that check. Make sure the information is correct, then click on **Prepare Check**.


Move Out Birdman, Harry in Unit 201
Overview
Move Out processing involves four steps:
1. Identify the tenant.
2. Determine amount owed and deduct amounts on deposit.
3. Receive money or write a check.
4. Print receipts and record transactions, then end the tenancy and make the unit available for the next occupant.
This wizard is designed to speed this process and ensure all steps are complete.
Step 3: Collect or Refund
Recap
Deposit Amount Available $0.00
Amount Owed from Previous Page $0.00
Amount Due to/from Tenant $0.00
Zero Balance Due
Amount Due Tenant 0
This Tenant owes nothing. Both the Deposits and Balance due are zero.
Remove Tenant
Modify
<<Previous
Next>>
OK
Cancel

Copyright 2010 © FullHouse Software, Inc.

7. A new box labeled **Select Reports to Print** will be displayed. Click on the buttons of the various reports you wish to see or print. All of them are available in hard copy only, except the **View Re-Cap** report, which may only be viewed on the window.


Move Out Birdman, Harry in Unit 201
Overview
Move Out processing involves four steps:
1. Identify the tenant.
2. Determine amount owed and deduct amounts on deposit.
3. Receive money or write a check.
4. Print receipts and record transactions, then end the tenancy and make the unit available for the next occupant.
This wizard is designed to speed this process and ensure all steps are complete.
Step 4: Recap and Print
View Recap
View a screen showing a recap of the actions taken.
Ledger Report
Print a list of the Charges and Payments for the tenant in chronological order.
Recap Report
Print a recap of the Journal Entries, Checks and Payments for the tenant. This report is recommended.
Tenant Detail
Print all information about the tenant. Used for historical purposes.
Modify
<<Previous
Next>>
OK
Cancel

8. When done, click **OK**.
9. If asked whether to post the receipts or disbursements, click on **Yes**.
10. When asked to confirm the deletion, click on **Yes** to permanently delete the tenant. Clicking on **'No' will not reverse any entries that may have been made**, but the tenant information will not be deleted.

    **Note**: Selecting option **No** should not be used as the tenant ledger will have been severely altered; it is only included here as a final safety feature.
11. The Move Out Wizard will close and the tenant will be removed.


Copyright 2010 © FullHouse Software, Inc.

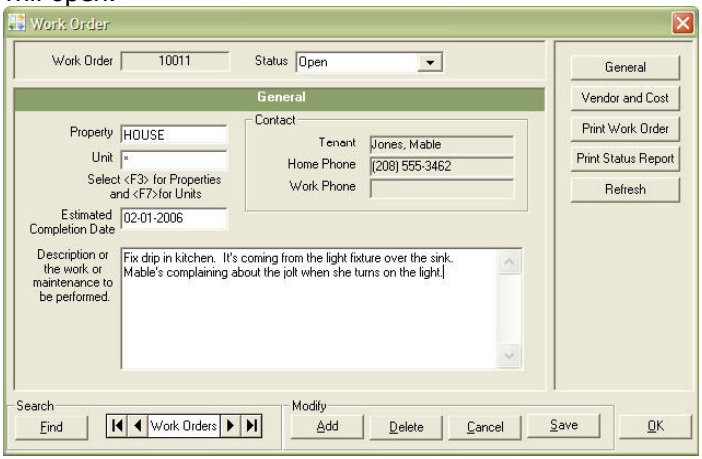
# Chapter 13: Work Order

## Overview

The Work Order feature can be assigned, generated, tracked, invoiced and paid with minimal effort. Work Orders can be generated for entire properties or specific units. Flexibility is stressed in this design.

## Creating a Work Order

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Updates | Work Order**. The Work Order window will open.




Copyright 2010 © FullHouse Software, Inc.

3. If no work orders have been set up, the system will ask to add a work order. Click on **Yes** to add a new work order. Click on **NO** to close the window.
4. If this is not the first work order to be added in this checkbook, click on **Add**. A new work order will be initialized. A work order number will automatically be assigned.
5. Click on the field labeled **Property**. Select and click on a property from the list displayed.
6. If this work order affects the entire property, skip this step. If this work order applies to a single unit, click on the **Unit** field. A list of units will be displayed. Click on the unit being affected by this work order.
7. Press **Tab** and enter the date when the work order is to be completed.
8. Press **Tab** and enter a description of the problem to be solved and the work to be done.
9. Click on the **Vendor and Costs** button. The window will open the financial information about the work order.
10. Click on the **Account Number** field and select the account to which the expense will be applied.
11. Press **Tab** and enter the estimated costs.
12. Click on the **Vendor ID** field. A list of all Vendors will be displayed. Click on the vendor to be used for this job. The Vendor ID will be entered into the field and its address and other information will be displayed.
13. Click on **Save**. The information will be saved to the database.
14. Click on **Print Order** Form**.** A window will be displayed for information about the printing.
15. Set the destination to **Printer**. A window will be displayed asking for the number of copies to print. Set the number then click on Accept Number of Copies then Print Report. The order form will be printed.
16. Click on **Close**.
17. To add another work order, click on **Add**.
18. When done, click on **OK**.

## Updating a Work Order (Receiving an Invoice)

1. Make certain that the correct checkbook and property are

 Copyright 2010 © FullHouse Software, Inc.

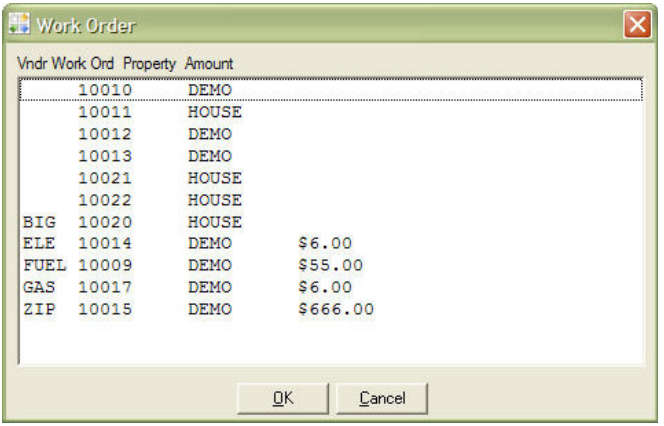
active. If you are not in the right checkbook and property, change them under Current Settings.

2. Click on **Updates | Work Order**. The Work Order window will open.
3. Locate the work order by clicking on the left and right pointing arrow buttons on the bar labeled Work Orders. Or by clicking on Find and using the Expert Query. If the **Expert Query** is used, either enter a range for the work order numbers, a range of vendor IDs or a range for accounts, then click on **Begin Search**.
4. Once the work order has been located, change any information that is needed.
5. If the invoice for the complete work order is received, click on **Vendor and Costs**.
6. Click on the **Invoice Cost** field and enter the invoice amount.
7. Press **Tab**. The **Status** field will change to **Invoiced** and the Post Date will be entered in the Completed Date field. If this is correct, click on **Save**.
8. Find another work order to change or click on **OK** when done.

## Paying for a Completed Work Order

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on the **Checks** icon. The Consolidated Cash window will open.
3. Click on **Use Consolidated Cash Balance**. The Consolidated Cash window will close and the Cash Disbursements window will open.
4. The **Print Status** field will be highlighted and either Print By System or Manual Check will be selected. If this is not the correct selection, click on the downward arrow and choose the correct option.
5. If **Manual Check** is chosen, make sure the check number field contains the correct check number.
6. Click on **Work Order** under Check Class in the lower right corner of the window and the work order will open.

Copyright 2010 © FullHouse Software, Inc.




Click on the Work order to pay.

7. The check detail information will be added in automatically from the work order itself.
8. To add additional items to the check, click on **Add** Item.
9. To add another check, click on **Enter Another Check**.
10. When done click on **OK** and the Disbursements window will close.
11. **Print by System** checks can now be printed and posted. **Manual Checks** can be posted.

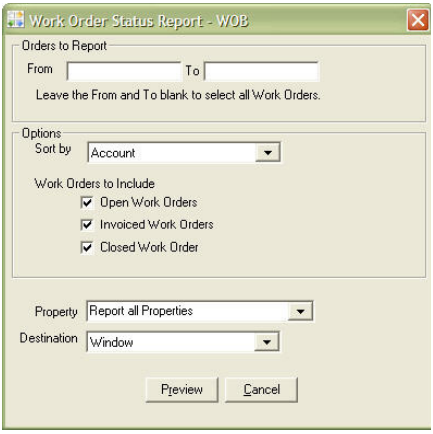
## Generating a Work Order Status Report

1. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
2. Click on **Updates | Work Order**. The Work Order window will open.
3. Click on **Print Status Report**. The Work Order Status window will open.
4. If desired, enter the range of the Work Order Numbers to report. Leave blank for all work orders.
5. If you wish, limit the report to Open, Invoiced and/or Closed work orders. Leave blank to include all work orders.
6. The work orders can either be reported in Work Orders or Property.
7. **Property Choice** is displayed on almost all reports. In this field, choose between: **Report Current Property, Report**


Copyright 2010 © FullHouse Software, Inc.

**all Properties** (in the active checkbook), or **Select Properties to Report**. If the last is chosen, a window will be displayed where one or more properties can be chosen for creating the report.

8. **Destination**. This is the one universal constant in all reports. The report can be viewed in a **Window** or **Printer**. Exports can be generated from the Window (Print Preview).
9. Click on Preview, and the report will be generated.
10. When done click on Close and the Work Order Status window will close. Then click on **OK** and the Work Order window will close.




Copyright 2010 © FullHouse Software, Inc.

Copyright 2010 © FullHouse Software, Inc.

# Chapter 14: Closes & Recurring Charges

## Overview

The term "End-of-Month Close" is an anachronism that is left over from the days of manual accounting. For the sanity of the accountants and the auditors, an end-of-month close was a convenient way to make the books indelible. Any change made to a closed month must, by default, be made in the current, open month. With computer technology, this limitation is no longer the case.

Instead of end-of-month closes, IPM uses "Create Recurring Charges." Create Recurring Charges is not limited to only one time a month. Though some terminology of end-of-month closing is retained, don't let this be a problem. Simply change the Post Date to any date within the fiscal year, and make any entries. The records are cleaner and more accurate than ever before.

With that being said, the End-of-Year Close is much akin to its manual ancestor. At the end of year, totals are brought forward to the new year, so in some sense the previous year is closed. In addition, the end-of-year close cleans up much of the database that becomes cluttered with the previous year's transactions. If the End-of-Year Close was not performed, the database would quickly become too large and unwieldy. Data corruption would become more common, and the speed at which data is retrieved would decrease.

Closes are the mechanism used to create charges and instigate a new accounting cycle. When a close is made, the system performs many functions and procedures in rapid succession. As such, **it is highly recommended that a backup be made prior to the end of year close, and before creating each month's recurring charges at least.**

IPM is extremely flexible in that it can handle not only monthly closes, but even weekly and biweekly closes. This added feature allows for greater flexibility than most other property

Copyright 2010 © FullHouse Software, Inc.

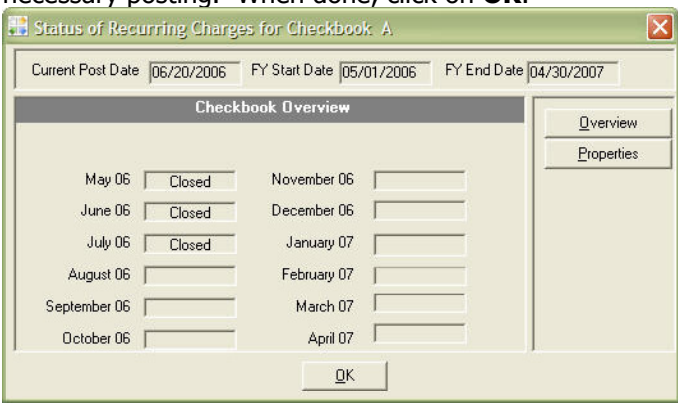
management (or general ledger) programs.

## Creating Recurring Charges

*Formerly 'the End of Month Close'*

**Note:** This creates charges for a single checkbook. Each checkbook must be charged separately.

1. Make a back up of the database. (See Chapter 1—Main Window)
2. Make certain that the correct checkbook and property are active. If you are not in the right checkbook and property, change them under Current Settings.
3. Make sure that the Post Date is set to the last day of the month to be closed, which is the month prior to the charges. For example, when monthly charges are made for March, February's books should be complte so the Post Date is set to February 28th before the Create Charges procedure is undertaken. Note: The date is only relevant for monthly accounting cycles, biweekly and weekly accounting cycles use an independent date method.
4. Click on Closes | Status of Posting. The IPM Status window will open. If anything has not been posted, it will be marked in red. Posting shortcuts are listed on the right side of the window. Click on any activated buttons to make any necessary posting. When done, click on **OK**.

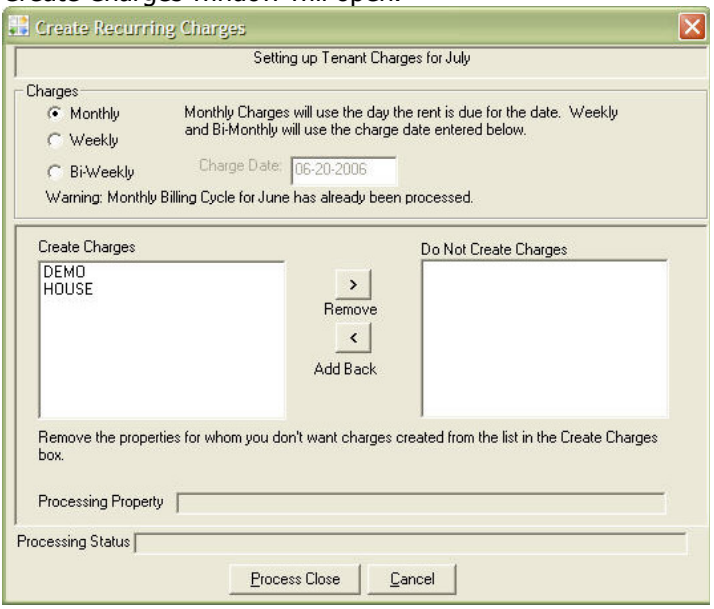



5. Click on **Closes & Status | Status of Charges**. The Status of Recurring Charges window will open. It will show an overview of the checkbook; you can view separate properties by selecting the Properties button at right. Check

 Copyright 2010 © FullHouse Software, Inc.

to make sure that the charges for the current month have not been created.

6. Click on Charges | Create Recurring Charges (EOM). The Create Charges window will open.


Create Recurring Charges
Setting up Tenant Charges for July
Charges
Monthly
Weekly
Bi-Weekly
Monthly Charges will use the day the rent is due for the date. Weekly and Bi-Monthly will use the charge date entered below.
Charge Date: 06-20-2006
Warning: Monthly Billing Cycle for June has already been processed.
Create Charges
DEMO
HOUSE
Remove
Add Back
Do Not Create Charges
Remove the properties for whom you don't want charges created from the list in the Create Charges box.
Processing Property
Processing Status
Process Close
Cancel

7. Click on Monthly, Weekly or Biweekly, depending upon your billing cycle.
8. If weekly or biweekly are selected, enter the date of the charges in the Charge Date field.
9. If the checkbook has more than one property, the system will allow for the exclusion of one or more properties from the Create Charges procedure. Deselect any properties that are to be excluded.
10. Click on Process Close. A status bar on the lower left corner of the window will display the progress. When done, the Create Charges window will close.
11. Click on the Date button under Current Settings area and change the date to the first day of the next month. Then click on OK.

Copyright 2010 © FullHouse Software, Inc.

## End of Year Close

**NOTE: Always check for updates to IPM before running the EOY process**. Updates may have end-of-year specific enhancements or fixes. Also visit *www.fullhousesoftware.com* for more EOY information.

The purpose of the End of Year Close is to give you a new database, ready for the new fiscal year. To do that, you need to copy (save as) your current database, clear out all the "old" transactions, change the fiscal year, and zero out Year-to-Date figures. As part of that process, we really, really recommend making a backup of your old database.

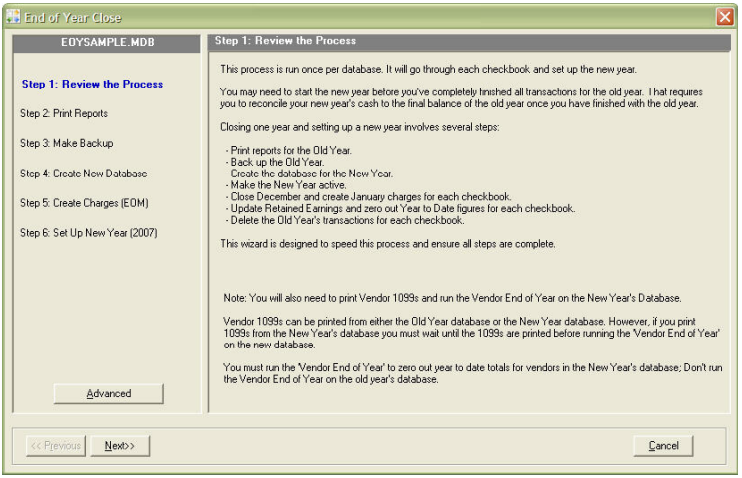
The End of Year Wizard automates this process, but we also provide an "Advanced" format for users of IPM 2006 or earlier who have established EOY procedures.

The End of Year Close is performed once for each checkbook in each database per year. The steps are:

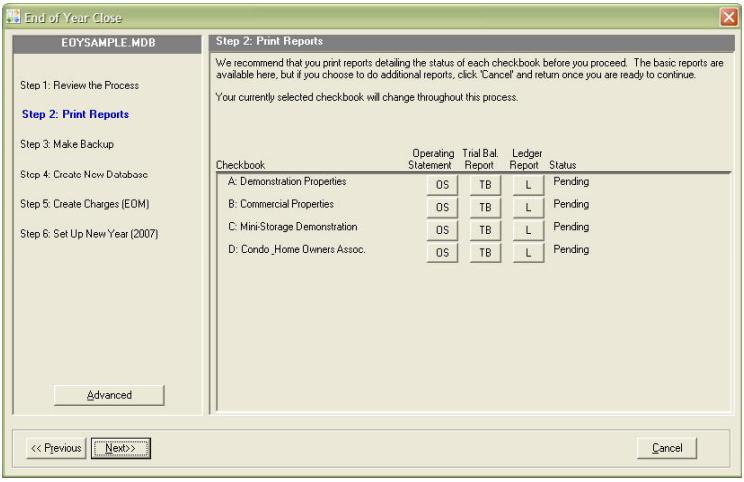
1. Print reports
2. Backup your database (note: a backup backups the entire database with all checkbooks)
3. Create a copy of the database for the newyear with a new name, and switch to that database.
4. Charge for January in the new database for each checkbook.
5. Run the Year End Close processing for each checkbook to get rid of old transactions

Fortunately, the End of Year Close Wizard will walk you through the entire process. However, if you prefer, there is access to the "older" EOY process, through the Advanced button on the Wizard's main
screen.

 Copyright 2010 © FullHouse Software, Inc.

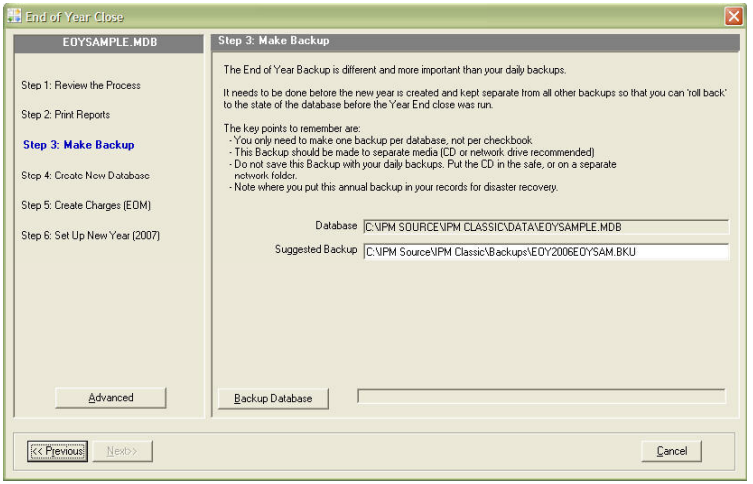

End of Year Close
EOYSAMPLE.MDB
Step 1: Review the Process
Step 2: Print Reports
Step 3: Make Backup
Step 4: Create New Database
Step 5: Create Charges (EOM)
Step 6: Set Up New Year (2007)
Advanced
Step 1: Review the Process
This process is run once per database. It will go through each checkbook and set up the new year.
You may need to start the new year before you've completely finished all transactions for the old year. That requires you to reconcile your new year's cash to the final balance of the old year once you have finished with the old year.
Closing one year and setting up a new year involves several steps:
- Print reports for the Old Year.
- Back up the Old Year.
Create the database for the New Year.
- Make the New Year active.
- Close December and create January charges for each checkbook.
- Update Retained Earnings and zero out Year to Date figures for each checkbook.
- Delete the Old Year's transactions for each checkbook.
This wizard is designed to speed this process and ensure all steps are complete.
Note: You will also need to print Vendor 1099s and run the Vendor End of Year on the New Year's Database.
Vendor 1099s can be printed from either the Old Year database or the New Year database. However, if you print 1099s from the New Year's database you must wait until the 1099s are printed before running the 'Vendor End of Year' on the new database.
You must run the 'Vendor End of Year' to zero out year to date totals for vendors in the New Year's database; Don't run the Vendor End of Year on the old year's database.
<< Previous
Next>>
Cancel

On the first page, there's a recap of the process. Once you're familiar with the steps involved, click **Next**.

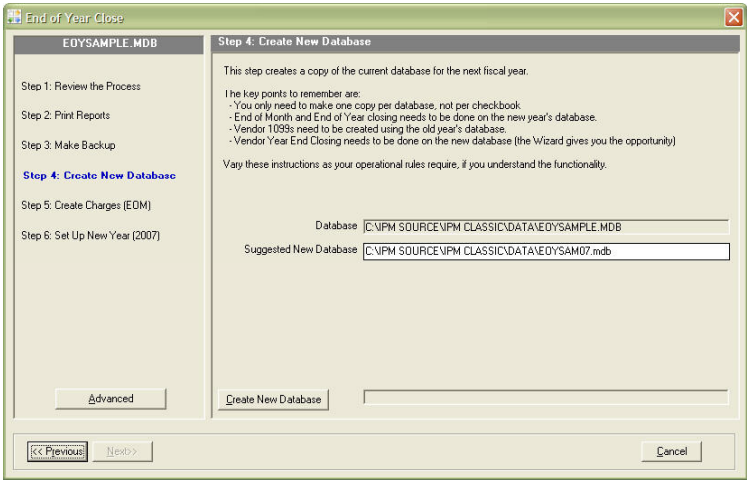

End of Year Close
EOYSAMPLE.MDB
Step 1: Review the Process
Step 2: Print Reports
Step 3: Make Backup
Step 4: Create New Database
Step 5: Create Charges (EOM)
Step 6: Set Up New Year (2007)
Advanced
Step 2: Print Reports
We recommend that you print reports detailing the status of each checkbook before you proceed. The basic reports are available here, but if you choose to do additional reports, click 'Cancel' and return once you are ready to continue.
Your currently selected checkbook will change throughout this process.
Checkbook
Operating Statement
Trial Bal. Report
Ledger Report
Status
A: Demonstration Properties
B: Commercial Properties
C: Mini-Storage Demonstration
D: Condo_Home Owners Assoc.
OS
TB
L
Pending
<< Previous
Next>>
Cancel

Step 2 allows you to print reports for every checkbook in the database. These are the same reports you access through the Report window, and may not meet you business needs. *You can print these reports at any time from this database.* Once you've printed a complete record for the year, click **Next**.

Copyright 2010 © FullHouse Software, Inc.


End of Year Close
EOYSAMPLE.MDB
Step 1: Review the Process
Step 2: Print Reports
Step 3: Make Backup
Step 4: Create New Database
Step 5: Create Charges (EOM)
Step 6: Set Up New Year (2007)
Advanced
Step 3: Make Backup
The End of Year Backup is different and more important than your daily backups.
It needs to be done before the new year is created and kept separate from all other backups so that you can 'roll back' to the state of the database before the Year End close was run.
The key points to remember are:
- You only need to make one backup per database, not per checkbook
- This Backup should be made to separate media (CD or network drive recommended)
- Do not save this Backup with your daily backups. Put the CD in the safe, or on a separate network folder.
- Note where you put this annual backup in your records for disaster recovery.
Database C:\IPM SOURCE\IPM CLASSIC\DATA\EOYSAMPLE.MDB
Suggested Backup C:\IPM Source\IPM Classic\Backups\EOY2006EOYSAM.BKU
Backup Database
<< Previous
Next>>
Cancel

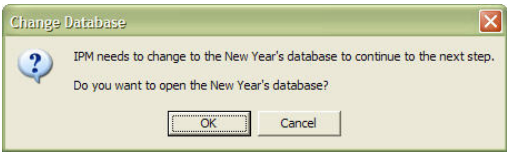
Step Three will make a backup of your database. It recommends a name and location, but you can change it by typing in a new location or file name. Click **Backup Database** to create the backup. Once the backup is done, Next will be available. Click **Next** to continue.


End of Year Close
EOYSAMPLE.MDB
Step 1: Review the Process
Step 2: Print Reports
Step 3: Make Backup
Step 4: Create New Database
Step 5: Create Charges (EOM)
Step 6: Set Up New Year (2007)
Advanced
Step 4: Create New Database
This step creates a copy of the current database for the next fiscal year.
The key points to remember are:
- You only need to make one copy per database, not per checkbook
- End of Month and End of Year closing needs to be done on the new year's database.
- Vendor 1099s need to be created using the old year's database.
- Vendor Year End Closing needs to be done on the new database (the Wizard gives you the opportunity)
Vary these instructions as your operational rules require, if you understand the functionality.
Database C:\IPM SOURCE\IPM CLASSIC\DATA\EOYSAMPLE.MDB
Suggested New Database C:\IPM SOURCE\IPM CLASSIC\DATA\EOYSAM07.mdb
Create New Database
<< Previous
Next>>
Cancel

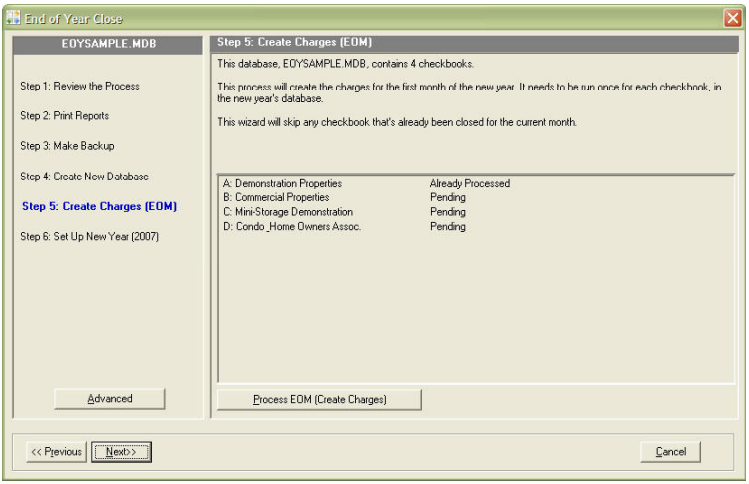
Step Four makes a copy of your current database with a new name (a Save As) to create next year's database. It recommends a name and location, but you can change it by typing in a new location or file name. **Click Create New Database** to create your new database. Once the new database


Copyright 2010 © FullHouse Software, Inc.

has been created, Next will be available. Click **Next** to continue.

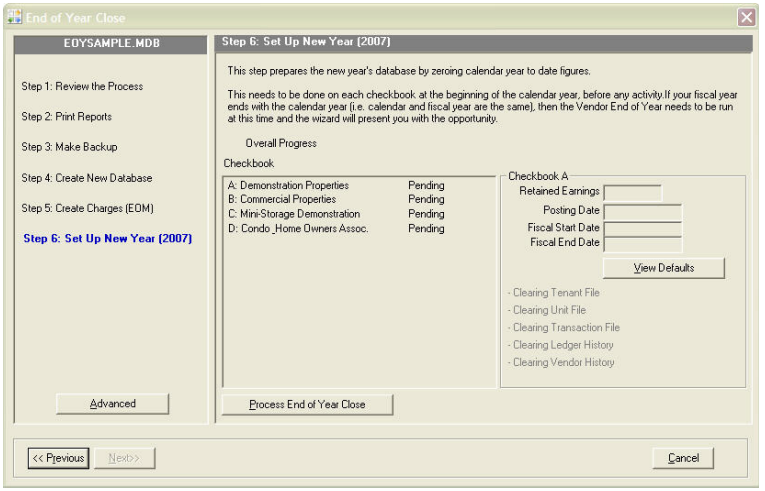

Change Database
IPM needs to change to the New Year's database to continue to the next step.
Do you want to open the New Year's database?
OK
Cancel

Everything we've done to this point has been on the database for the old year. Now it's time to switch to the new year's database we just created. As the Wizard switches to Step Five, it will warn you that it's going to change databases.


End of Year Close
EOYSAMPLE.MDB
Step 1: Review the Process
Step 2: Print Reports
Step 3: Make Backup
Step 4: Create New Database
Step 5: Create Charges (EOM)
Step 6: Set Up New Year (2007)
Advanced
Step 5: Create Charges (EOM)
This database, EOYSAMPLE.MDB, contains 4 checkbooks.
This process will create the charges for the first month of the new year. It needs to be run once for each checkbook, in the new year's database.
This wizard will skip any checkbook that's already been closed for the current month.
A: Demonstration Properties Already Processed
B: Commercial Properties Pending
C: Mini-Storage Demonstration Pending
D: Condo_Home Owners Assoc. Pending
Process EOM (Create Charges)
<< Previous
Next>>
Cancel

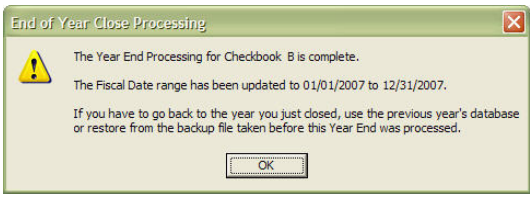
Step Five will generate the January charges in the new database. Recall that this database is just a copy of the old database so far – still set to the old year. This step starts the process of getting ready for the new year. **Click Process EOM(Create Charges)** to create the charges. If you've already created your recurring charges, or want to do it later, you can just click **Next**. Click **Next** to continue.

Copyright 2010 © FullHouse Software, Inc.

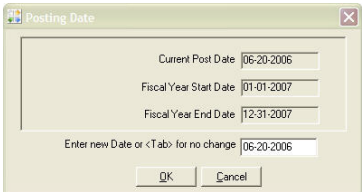

End of Year Close
EOYSAMPLE.MDB
Step 1: Review the Process
Step 2: Print Reports
Step 3: Make Backup
Step 4: Create New Database
Step 5: Create Charges (EOM)
Step 6: Set Up New Year (2007)
Advanced
Step 6: Set Up New Year (2007)
This step prepares the new year's database by zeroing calendar year to date figures.
This needs to be done on each checkbook at the beginning of the calendar year, before any activity.If your fiscal year ends with the calendar year (i.e. calendar and fiscal year are the same), then the Vendor End of Year needs to be run at this time and the wizard will present you with the opportunity.
Overall Progress
Checkbook
A: Demonstration Properties Pending
B: Commercial Properties Pending
C: Mini-Storage Demonstration Pending
D: Condo_Home Owners Assoc. Pending
Checkbook A
Retained Earnings
Posting Date
Fiscal Start Date
Fiscal End Date
View Defaults
- Clearing Tenant File
- Clearing Unit File
- Clearing Transaction File
- Clearing Ledger History
- Clearing Vendor History
Process End of Year Close
<< Previous
Next>>
Cancel

This is the big one. Step Six will zero out the Year to Date and Month to Date figures so you can start the new year. During this process, the profits for the current month will also be moved to the 'retained earnings' account, all the Income and Expense accounts will be set to zero. Any accounts you set up on Tools/Accounts to be reset during this process (like Owner Withdrawl) well be set to zero. To check which accounts will be zeroed out and where profit will go, click the View Ledger Defaults button. Click **Process End of Year Close** to cycle through the process for all the checkbooks in the database.

Each time a checkbook is processed for the Year End, you will receive the following dialog, which warns you that you'll have to set the new posting date for that checkbook.


End of Year Close Processing
The Year End Processing for Checkbook B is complete.
The Fiscal Date range has been updated to 01/01/2007 to 12/31/2007.
If you have to go back to the year you just closed, use the previous year's database or restore from the backup file taken before this Year End was processed.
OK

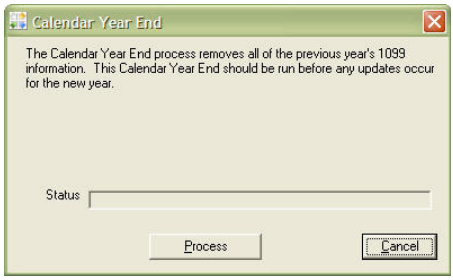
Since the checkbook is set for a new year, your new posting date should be within that period or the last day of the current year.




If your fiscal year is a "calendar year", i.e. January to


Copyright 2010 © FullHouse Software, Inc.

December, the Wizard will ask you if you want to run the Vendor EOY on this checkbook. We recommend you do so, as you can print your 1099s from the old database.


Calendar Year End
The Calendar Year End process removes all of the previous year's 1099 information. This Calendar Year End should be run before any updates occur for the new year.
Status
Process
Cancel

Once the wizard has completed processing all the checkbooks in the database, you can click Finish, and you're in the new year!

The very last dialog will ask if you want to revert to your old year – that's up to you, but remember you can always switch from old database to new database from the File menu (They'll be in the list under Exit, or you can use **File | Open IPM Database**.

**Note:** Any time you need reports or information from the previous year, go to your old year's database

**What the Wizard Won't Do**

The EOY Wizard is designed to simplify and automate the tedious end of year process, but it can't handle everything. In particular, if your database contains some checkbooks with a fiscal year that starts January 1 and others that start on any other date, the Wizard can't help you. You need to figure out your own process and do it yourself.

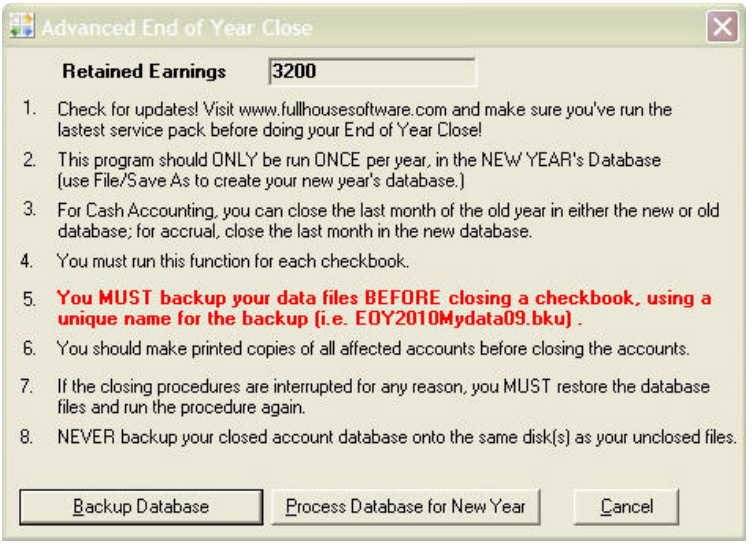
If you've got checkbooks that start on different dates in the same database, you may want to split that database. We strongly recommend creating more, smaller databases over one large database.

One checkbook per database is probably the ideal. Tf you have numerous checkbooks with little activity and the same fiscal year, there's nothing wrong with having them in one database. But fewer checkbooks per database improve data integrity, reduce loss of data loss, and make everything work faster (and make you ready for IPM 10 and beyond).

Copyright 2010 © FullHouse Software, Inc.

**Advanced End of Year Close**

If you have to process just one checkbook, or have some other operational considerations that do not fit within the way the Wizard works, there is the Advanced buttons. The Advanced button displays the End Of Year close Dialog, familiar to long-time users.


Advanced End of Year Close
Retained Earnings
3200
1. Check for updates! Visit www.fullhousesoftware.com and make sure you've run the lastest service pack before doing your End of Year Close!
2. This program should ONLY be run ONCE per year, in the NEW YEAR's Database (use File/Save As to create your new year's database.)
3. For Cash Accounting, you can close the last month of the old year in either the new or old database; for accrual, close the last month in the new database.
4. You must run this function for each checkbook.
5. You MUST backup your data files BEFORE closing a checkbook, using a unique name for the backup (i.e. EOY2010Mydata09.bku) .
6. You should make printed copies of all affected accounts before closing the accounts.
7. If the closing procedures are interrupted for any reason, you MUST restore the database files and run the procedure again.
8. NEVER backup your closed account database onto the same disk(s) as your unclosed files.
Backup Database
Process Database for New Year
Cancel

If you choose to use the Advanced form for the end of year close, you do not need to run the wizard: run either the advanced form or the wizard, but not both. To run the Advanced form:

1. Make certain that the correct checkbook is active. If you are not in the right checkbook, change it under Current Settings.
2. Click on **File** | **Save As**. The Save As window will open. Enter the name of the new year's database. **Note**: Keeping a different database for each year is much like keeping a ledger as a history of each fiscal year with manual accounting. It is recommended that the last two characters in the database be changed to the new year's last digits. For example, SAMPLE.MDB might be renamed SAMPLE08.MDB for 2008. Enter the new name and click on **OK**. The database will be changed to the new name.
4. Generate a Balance Sheet Report (**Reports | Financial | Balance Sheet**)
5. Perform Create Charges for all of the properties to be closed.
6. Click on Process End of Year Close, then on the Advanced button. A status screen showing how the close is


Copyright 2010 © FullHouse Software, Inc.

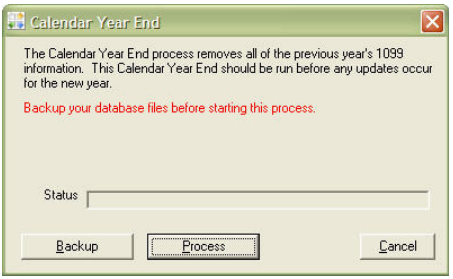
progressing will be displayed.

7. When processing is complete, a box displaying the new fiscal year range will open. Click on **OK**.
8. Enter the new Post Date and click on **OK**.
9. Run a Trial Balance Report (**Reports | Financial | Trial Balance**). Check to see if it balances; if it is out of balance, make a note of the difference between the Debits and the Credits. Close the Report. If it does not balance, make any entries to correct it.
10. Change the active checkbook to the next checkbook to be closed and repeat the steps from "Generate Balance Sheet" to this step, until all checkbooks are closed.

## Vendor End of Year Close

**Note:** The Vendor End of Year Close should only be in the new year's database, at the first of the year. If you've run the EOY Wizard, it will give you to do this at the start of the year; if not, do it before doing any new entries for the new year.

1. Make certain that the correct checkbook is active. If you are not in the right checkbook, change it under Current Settings.


Calendar Year End
The Calendar Year End process removes all of the previous year's 1099 information. This Calendar Year End should be run before any updates occur for the new year.
Backup your database files before starting this process.
Status
Backup
Process
Cancel

2. If it has not already been done, generate the Vendor 1099s for that checkbook (Reports | Vendor | 1099).
3. Click on Closes | Vendor End of Year. The Calendar Year End window will open.
4. Read the instructions and notes found on the window then click on Process Year End.
5. The Vendor information will be reset for the new year.
6. Change the database to the next checkbook and proceed to generate 1099s and perform Vendor End of Year Closes until all checkbooks have been closed.

Copyright 2010 © FullHouse Software, Inc.

Copyright 2010 © FullHouse Software, Inc.

# Chapter 15: How Do I…

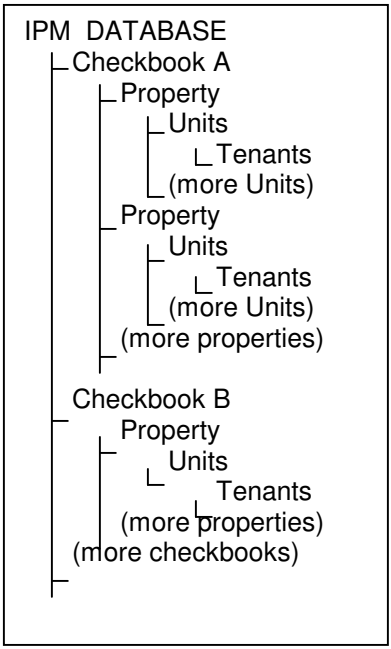
## Overview

While this manual is informative and covers most of the basics of IPM, it doesn't cover everything, and can't. Our website is more dynamic, and a place to ask a question and get a practical answer from other IPM users. This section is intended to fit between the two: a quick reference to doing tasks you don't want to chase down in the index or wait for an answer on the forum.

## Getting Started – Understanding the Database

> **Hint: the Sample.mdb is a valuable resource! If you're unsure of a process or a function, switch to the Sample database and try it there**.

IPM stores data in a structured format called a database. A database is a special file format saved on your harddisk that contains other files, called tables. Each table is like an Excel spreadsheet or a piece of ledger paper – an electronic list. For example, the Tenant Table contains all the information about your tenants, including who, what, where, when and how much.




In fact, the key to understanding IPM's database is that it's structured in a hierarchy, like the branches of a tree coming out from the trunk.

At the top of the hierarchy is the database itself, the container for all the information. You may create multiple databases if you want to keep entirely separate records for some properties. Otherwise, the checkbook is the way to group properties for

Copyright 2010 © FullHouse Software, Inc.

income, expense, vendors, tenants and reports. This often corresponds to your physical checkbook, or a group of owners or a corporate entity.

Each checkbook can contain any number of properties (limited to 60 in the Basic Edition). Each property is just like your physical property, and usually defined by having a separate address (though you can manage a complex as a single property). Properties can have one or more owners, and that's important for disbursing profits.

The unit is equivalent to "what ever you're renting" – be it an apartment, garage, storage unit, bedroom, slip or square footage. IPM can handle any number of units per property. Remember, tenants can only occupy or rent units!

That leads us to the reason for IPM – tenants! There can be any number of tenants per unit. So you can rent a three bedroom house to three tenants as one unit, or you can rent them one bedroom each, depending on how you set up your units.

In addition to all this, IPM also maintains a full General Ledger accounting system with the same structure, from Unit to Checkbook. Tenants have their own ledger cards, but do not "roll up" into the general ledger: the GL maintains records for units, properties and checkbooks.

## Setting Up a New database

Here's the minimum information needed to set up a database. The steps are simple: create a new database, then go across the toolbar from left to right to set up the checkbooks, properties and units and tenants.

1. **Establish the Database (page 35).** Select **File/New IPM Database** from the main menu. This will display the New Database dialog.
   a. Enter a name for your new database in the **Filename** field. If your current year's database is "Full06", we recommend "Full07" as the new name, where the last two digits represent the year.
   b. Enter a **Password**. This should be easy for you to remember, but not obvious. A secure password contains numbers and letters. We recommend writing it on a card and storing it away from the PC.
   c. Click **OK** and IPM will create and use the new database.


Copyright 2010 © FullHouse Software, Inc.

2. **Set Up the Checkbooks (page 43).** Click on the **Checkbook** icon at the far left of the toolbar.
   a. Answer Yes to create the new checkbook.
   b. Enter the best **Type** code for your properties (i.e. R for Residential).
   c. Enter a brief **Description** (i.e. "Scottsdale apartments") to help identify your property.
   d. Verify the accounting dates for correctness.
   e. Click on the best fit from the selection in the **Chart of Accounts** box. We recommend starting with the **Standard Chart of Accounts** and modifying as needed.
3. **Set Up the Property (page 55).** Click on the **Property** icon on the toolbar.
   a. Answer Yes to create a new property.
   b. Enter a short Property ID. We recommend keeping this short and sweet, but it can be up to 10 characters. This is mostly used for database management.
   c. Enter a more descriptive Property Name, such as "Morgan Condo Association" or "Johnson St. Self Storage".
   d. Enter the full street, city, state and ZIP in the Address.
   e. For more complete reporting, click the Management button and enter the pertinent information.
4. **Set Up the Units (page 67).** Click on the **Unit** icon on the toolbar.
   a. Answer Yes to create a new unit.
   b. If the property is managed as a single unit, like a single-family house, enter an asterix (*) in the **Unit Number** field. Otherwise enter the number of units at the property set up in Step 3. **Note: Read page 67 regarding Unit Numbers!** You need to make sure you're putting the correct units at the correct properties.
5. **Set Up Tenants or Members (page 85).** Click on the **Tenant** icon on the toolbar.
   a. Enter the Name of the tenant, in a "lastname, firstname" format such as "Jones, Mary A."
   b. Hit the enter key to automatically populate the Address. You can overwrite this for a different mailing address.
   c. Click the Charge/Due to establish the rent. Enter the rental amount in the Rent field on the right side of the screen, below Charges.
   d. This completes the basic setup!
6. **Establish a Trial Balance (page 100).** Select **Journal/Enter Journal Entries** from the main menu.
   a. Click on Add.
   b. Enter your Journal Entries creating a trial balance by following the prompts.
   c. Post your Entries.
   d. Do this for each property created.

Copyright 2010 © FullHouse Software, Inc.

e. Click on the **Reports** icon on the toolbar. Select **Financial Reports** and run a **Trial Balance**. Check for correctness; your reports should be in balance.
f. After the first property has been established, you can add more properties in the same checkbook by repeating steps 3 through 6. To create another checkbook, start with Step 2.

7. **Set up Tenant Charges.** This is the last step, as it needs to be done for all properties in each checkbook.
   a. Set the date to the last day of the preceding month, i.e. to start January 2007, set the date to December 31, 2006.
   b. To set up a charge for a tenant or member, go to **Closes/Create Charges [EOM]**.
   c. Click on **Monthly**, and then **Process Closes**. This will return you to the main screen when it completes.
   d. Click on **Date** and enter a date in the following month (i.e. January in the example).
   e. **Check the Tenant/Member current balances.** If they are not correct, you may need to enter a one-time charge or credit from the **Charges** menu item.

If you'd like to see an example, or want a database to practice on, we've included a sample database. To use the sample database, select **File/Open IPM Database** from the main menu, then select **Sample.mdb** and click **OK.**

## Splitting a Database

Say the time has come to hand off the accounting for several properties to a new person. You're going to still handle properties 1-4, but Mary will now handle properties 5-7. Whether they're all in the same checkbook or separate checkbooks, the process for splitting the database is conceptually the same. The steps are:

1. Back up the database.
2. Use "**Save As**" to create a copy of the database under a new name, for example "Mary07"
3. **Delete** Mary's properties from "Mine07"
4. **Delete** my properties from Mary07.

This leaves Mary with a database that just has properties 5-7 and you with a database of just 1-4.

If the properties are maintained in separate checkbooks, you can delete the unneeded checkbooks from each database; if they're within the same checkbook, you can delete the properties individually.


Copyright 2010 © FullHouse Software, Inc.

## Miscellaenous "Gotchas"

Here are a few compiled challenges faced by other IPM users, put together as a brief reference.

### Owner Checks

For IPM to calculate Owner checks correctly, remember to set the "**Interest in Property**" on the Owner page of the Property screen. One hundred percent means that owner will receive the entire profit from that property (less management fees). Note also that the "**Minimum Cash Balance**" field on the Management page of that screen will always be deducted from the amount to be paid from the owner – so if Property A has a $900 net profit, but you have a $400 minimum cash balance, IPM will calculate that there's $500 to pay for that owner. Remember to pay all your bills for that property –including the management fee- before you pay your owners!

### Tenant Charges

If you're on the Cash Accounting basis and change the "due" column on the tenant screen, you will update the amount that tenant owes…but not the ledger card for that tenant. To update the ledger card any time you change the "due" column manually, just click on the **Ledger** button on that screen, then click the "**Reset**" on the ledger card to generate the correct entries.

### Vendor End of Year Close

After changing databases and going through the end of year process for your general accounting, remember to do a Vendor End of Year Close on your new year's database! If you don't you'll carry forward the YTD figures from the previous year, and make the new year that much more difficult to close NEXT year!

### Backups

IPM's backups are compressed copies of your database. In other words, they're a copy of your file, squeezed to take less space on your harddrive or diskette. They're reliable, secure and transportable. IPM nags you to make a backup every time you make changes to the database and are ready to exit. However, this may not always be adequate: just because you've made a backup doesn't mean you're safe.

Copyright 2010 © FullHouse Software, Inc.

1. Backups are only made when you go through the backup process – they aren't "automatic" or continual. The database is continually updated every time you make changes or "save" but the backup is not changed until you go through the backup process.
2. The backup process was originally designed for floppy disks, when harddrives were expensive and small and networks were rare. Even a small database will require 2-3 floppy disks for a backup, and many computers no longer have floppy drives. Harddrives are much more reliable and larger now, so it makes sense to backup to the harddrive, and occasionally make CDs or network backups of your IPM data (and everything else on your computer). If you have a regular nightly network backup, it may not be necessary to do database backups of IPM – ask your system administrator. In any case, backing up to a network harddrive or even your PC's harddrive is often easier and safer than using floppies – but remember to change the name of the backup every day (IPM Classic does that for you automatically).
3. When you exit IPM, it asks you to backup your database. That's perfect if you've only been working in one database all day, however, if you've switched between several databases, you won't have backups of any but the last one! Do those backups yourself!
4. Backups aren't just for disasters. Say you're about to undertake some large task, like adding CAM charges to a group of properties. Make a Backup (or a copy using "save as") before you start. That way, if something goes wrong, or you don't like the results, or the boss changes his mind, you can "restore" or roll back to where you were before you did all that work!

**Try It In the Sample Database First**

Yes, we've said that before, but it really is worth repeating! The concept here is that you're trying something without risking your "live" data. Another approach along the same lines is to use IPM's "Save As" to create a copy of your database, then try it in that copy before going back to your production database.


Copyright 2010 © FullHouse Software, Inc.

The process of learning in another database is the safest and most reliable approach possible. It relieves the fear of doing something you have to explain to the IRS, and allows you to indulge all your "what ifs".

Copyright 2010 © FullHouse Software, Inc.

Copyright 2010 © FullHouse Software, Inc.

# INDEX

## A

About IPM ..... 35
Account Information Buttons ..... 93
Account Nbr ..... 92
Accounting Cycle ..... 10
Accounting Year ..... 42
Accounts ..... 17
Accts ..... 17
Active Checkbook ..... 10
Active Property ..... 10
ADA Accessible ..... 66
Add / Change Admin Password ..... 33
Adding
  a Checkbook ..... 43
  a New Account ..... 94
  a New Property ..... 55
  a Tenant ..... 85
  a Unit ..... 67
  an Owner ..... 58
Address, City, State and Zip ..... 48, 51, 72, 74, 76, 106
Adjusting
  Owner 1099 ..... 61
  Vendor 1099 ..... 112
Adjustment Date ..... 75
Advanced End of Year Close ..... 176
Altering the General Ledger Account Defaults ..... 98

Copyright 2010 © FullHouse Software, Inc.

Alternate Address ..... 72, 76
Alternate Name ..... 76
Amortize ..... 81
Amortize this Year ..... 81
Annual Rent ..... 66

## B

Backup ..... 11
Backup IPM Database ..... 21, 37
Basement ..... 66
Bathrooms ..... 65
Bedrooms ..... 65
Billing Cycle ..... 11, 73
Bldg. Sq. Footage ..... 49
Building ..... 49
Business ..... 74
Buttons ..... 11, 16

## C

C.A.M. ..... 11, 50
C.A.M. Charges ..... 78
Calendar YTD Payments ..... 106
Change or Delete
  a Journal Entry ..... 102
  a Miscellaneous Receipt ..... 129
  a Onetime Check ..... 144
  a Permanent Check ..... 145
  a Reoccurring Journal Entry ..... 103
  a Tenant Receipt ..... 126
  a Vendor ..... 108
  One Time Charge/Refund ..... 115
  One Time Charges ..... 29
  Receipts ..... 26
Change or Void
  Onetime Checks ..... 27
  Permanent Checks ..... 27
Changing
  a Property ..... 56
  a Unit ..... 68

 Copyright 2010 © FullHouse Software, Inc.

an Owner ..... 59
Tenant Information ..... 85
Changing Check Defaults ..... 131
Changing Post Date ..... 44
Changing Tenant Charges ..... 85
Changing the Active Property ..... 57
Charge ..... 11
Charge Column ..... 78
Charge Journal Maintenance ..... 29, 118
Charges ..... 82
Charges and Credits ..... 79
Charges and Credits Reports ..... 30
Chart of Accounts ..... 23, 42
Check Journal Maintenance ..... 28, 149
Check Type ..... 107
Checkbook ..... 11, 16, 18, 23, 41
Checkbook ID ..... 41
Checkbook Window ..... 41
Checks ..... 18, 131
Chkbk ..... 16
Cleaning/Pet Fee ..... 73
Closes ..... 11, 32, 167
Commencement Date ..... 75
Comments ..... 50, 67, 77
Common Area Maintenance ..... 12, 50. *See* C.A.M.
Compact IPM Database ..... 21
Consolidate Properties ..... 153
Contents ..... 34
Creating
a C.A.M. Passthrough ..... 86
a Chart of Accounts ..... 95
a New Database ..... 35
a Work Order ..... 161
Credit Account ..... 12
Current
Actual ..... 93
Balance ..... 79, 93
Budget ..... 93
Property ..... 20
Settings ..... 18
Cursor ..... 12

Copyright 2010 © FullHouse Software, Inc.

# D

Database ..... 180
Date ..... 18
Date Sec Deposit ..... 73
Date Vacated ..... 64
Day Rent Due ..... 73
Debit Account ..... 12
Defrag ..... 12
Deleting
  a Checkbook ..... 44
  a Property ..... 57
  a Unit ..... 68
  an Account ..... 94
  an Owner ..... 59
Description ..... 42, 65, 92, 107
Destination ..... 152
Disbursement ..... 13
Disbursement Reports ..... 28
Drivers Lic ..... 72
Due ..... 12
Due Column ..... 78

# E

Elevator ..... 66
End of Year Close ..... 32, 170
Entering
  a Management Check ..... 137
  an Owner Check ..... 138
  Journal Entries ..... 31
  Journal Entry ..... 100
  Miscellaneous Disbursements ..... 27
  Miscellaneous Receipts ..... 26, 127
  New Vendor ..... 107
  One Time Charge or Credit ..... 29
  One Time Charge/Refund ..... 114
  Percentage Checks ..... 140
  Permanent Checks ..... 141
  Regular (Vendor) One Time Check ..... 135
  Reoccurring Journal Entry ..... 102

 Copyright 2010 © FullHouse Software, Inc.

Short Term Receipts ..... 26, 124
Tenant Loan ..... 88
Tenant NSF / Reversals ..... 26
Tenant NSF Checks and Reversals ..... 125
Tenant/Member Receipts ..... 26, 121
Work Order Checks ..... 141
Entry Level ..... 65
Exit ..... 22
Expiration Date ..... 52, 53, 54

## F

Fee Assessment ..... 78
File ..... 21
Fiscal Start Total ..... 92
Fiscal Year ..... 13
Fiscal YTD Payments ..... 106
Floors ..... 65
Form 1099s
Owners ..... 60
Vendor ..... 109
Form Letters
1099 Form ..... 24
Owner ..... 24
Tenant ..... 24
Vendor ..... 24
Function Keys
F7 Unit ..... 19
Function Keys ..... 19
F1 Help ..... 19
F2 Checkbook ..... 19
F3 Property ..... 19
F4 Tenant ..... 19
F5 Account ..... 19
F6 Vendor ..... 19
F8 Cash ..... 19
F9 Tickler ..... 19

## G

Garages ..... 66
General Insurance ..... 51

Copyright 2010 © FullHouse Software, Inc.

General Ledger ....98
Generating a Work Order Status Report ....164
Generating Late Fees....116
Getting Started ....179
GL Account ....106
Glossary ....10

## H

Headers ....97
Help ....34
HOA Insurance....53
Home Warranty ....52
How Do I
Deal with Backups ....183
Gotchas ....183
Owner Checks ....183
Set up a Database ....180
Split a Database ....182
Start a New Year for Vendors....183
Understand a Database....179
Update Tenant Charges ....183

## I

Icon....13
Insurance Co ....52, 53, 54
Insured Value ....52, 53, 54
Interest in Property ....51

## J

Journal....31
Journal Entry ....31, 100

## K

Keep Choices as Default Settings....153

## L

Land Sq. Footage....49

 Copyright 2010 © FullHouse Software, Inc.

Last Delinquency ..... 74
Last Mo Deposit ..... 73
Late Fee ..... 79
Lease ..... 75
  Lease Comments ..... 75
  Lease Expiration ..... 75
  LeaseType ..... 75
Leasing Agent ..... 50
Ledger ..... 81
Legal ..... 50
Legal Description ..... 50
List Disbursements ..... 107
List Journal Entries to be Posted ..... 31
List Reoccurring Transactions ..... 31
Loan ..... 80
Loan Amount ..... 80

## M

Maintenance ..... 67
Maintenance 1 ..... 65
Maintenance 2 ..... 65
Management ..... 48
Manager ..... 48
Market Value ..... 50
Member ..... 13, 23
Menu Bar ..... 21
Messaging Bar ..... 18
Mgmt Fee ..... 48
Mgmt Name ..... 48
MICR Check Information ..... 132
Minimum Cash Balance ..... 49
Miscellaneous Disbursements ..... 27
Miscellaneous Receipts ..... 26
Month of Loan ..... 80
Move In ..... 17, 23
Move Out ..... 17, 23

## N

Name ..... 72, 74

Copyright 2010 © FullHouse Software, Inc.

Nbr NSF Checks ..... 73
Nbr Times Late ..... 73
Nbr Units ..... 49
Net Profit ..... 98
New IPM Database ..... 21
NSF ..... 13

## O

One Time Charge or Credit ..... 29
One Time Charges ..... 29
Open IPM Database ..... 21
Opening a Database ..... 35
Operating Profit ..... 98
Other Fees ..... 79
Owner ..... 23, 51
Owner 1099s ..... 60

## P

Parking ..... 49
Parking Spaces ..... 66
Passthrough ..... 13
Payable ..... 27
Paying for a Completed Work Order ..... 163
Payment Method ..... 80
Payments ..... 82
Permanent Check ..... 13
Person to Contact ..... 51
Pets Allowed ..... 66
Phone ..... 51
Phone Nbr ..... 48, 50, 52, 53, 54, 72, 74, 76, 106
Policy Nbr ..... 52, 53, 54
Post ..... 13
  Accounts Payable ..... 27
  Changes or Deletions ..... 28
  Charges and Credits ..... 29
  Checks ..... 28, 148
  Journal Entries ..... 31
  NSF / Reversals ..... 27
  Receipts ..... 27

 Copyright 2010 © FullHouse Software, Inc.

Reoccurring Transactions....31
Reoccurring/Ongoing Journal Entries....104
Post Status....107
Posting Date....14, 18
Potential Income....98
Potential Rent....65
Previous Actual....93
Previous Budget....93
Print Checks....28
Print Deposit Slip....27
Print Status....107
Print Unit Nbr....72
Printing....151
Printing Checks....146
Properties....47
Property....14, 17, 18, 23
Property Choice....152
Property Cost....50
Property Descripton....49
Property ID....47
Property Information Buttons....48
Property Name....48

## R

Rate....80
Receipt Reports....27
Receipts....14, 17, 26
Receiving an Invoice....162
Reconcile Bank Statement....28
Reconciling the Bank Statement....148
Refund....14
Rent....79
Rental Sq. Footage....49
Renter's Insurance....53
Reoccurring Journal Entry....102, 103
Reoccurring Journal Maintenance....31
Repair
External Utility....14
IPM Database....22
Report....14

Copyright 2010 © FullHouse Software, Inc.

Report Footer ..... 49
Report Heading ..... 48
Reports ..... 18, 24
Aged Account Receivables ..... 25
Balance Sheet ..... 24
Billing ..... 25
Billing Register ..... 25
Budgeting Analysis ..... 24
Cash Flow Statement ..... 24
Cash Receipts ..... 24
Charges ..... 24
Chart of Accounts ..... 24
Consolidated Account Balance ..... 24
Consolidated Cash ..... 24
Delinquent Member ..... 25
Disbursements ..... 24
Fee Detail ..... 25
Fee Increase ..... 25
Fee Recap ..... 25
Fee Roll ..... 25
Fee Summary ..... 25
Financial ..... 24
Future Vacancies ..... 25
General Ledger ..... 24
Global Member Directory ..... 25
Income per Unit ..... 25
Lease Expiration ..... 25
Ledger Budget Figures ..... 24
Ledger History Figures ..... 24
List Journals ..... 24
List of Vendors ..... 25
Management Fees ..... 25
Member Form Letters ..... 25
Member Labels ..... 25
Member Ledger Card ..... 25
Operating Statement ..... 24
Owner 1099 ..... 25
Owner Labels ..... 25
Owner List ..... 25
Owner Profit Report ..... 25
Potential P & L ..... 24
Property ..... 25

 Copyright 2010 © FullHouse Software, Inc.

Property List....25
Security Deposit....25
Tenant....25
Trial Balance....24
Twelve Month P and L....24
Unit / Member Information....25
Unit List....25
Vacancy Loss....25
Vacant Units....25
Vendor....25
Vendor 1099....26
Vendor Form Letters....26
Vendor Labels....26
Vendor Ledger....25
Work Order Status....164
Restore IPM Backup....21
Restoring From a Backup....38
Retained Earnings....14

# S

Save as....21
Search for Help on....34
Security Deposit....72
Select Checkbook....34
Select Property....34
Set....32
Account Defaults....32
MICR Information....33
Posting Date....34
Printer....22
System Defaults....32
User Fields....33
User Passwords....33
Setting Up
Check Defaults....131
Setting Up
Management Checks....134
MICR Check Information....132
Setting up Permanent Checks for Printing/Posting....142
Short....26

Copyright 2010 © FullHouse Software, Inc.

Soc Sec Nbr ..... 51, 72
Sq. Ft ..... 64
Start Month ..... 42
Starting the Program ..... 8, 9
Status ..... 64
Status Bar ..... 18
Status of Closes ..... 32
Status of Posting ..... 32
Subtotals ..... 97
Switching Active Checkbooks ..... 44
System Date ..... 14

## T

Tax ID/SS Number ..... 106
Technical Support ..... 9, 34
Tenant ..... 15, 17, 72
Tenant Information Buttons ..... 72
Tenant Move In ..... 155
Tenant Move Out ..... 158
Tenant NSF / Reversals ..... 26
Tenant Report ..... 81
Tenant/Member Receipts ..... 26
Tenant/Member Window ..... 71
Tenants/Members ..... 71
The Accounts Window ..... 92
The Property Window ..... 47
Tickler ..... 19
Ticklers ..... 20
Title Insurance ..... 54
Tool Bar ..... 16
Totals ..... 97
TTL Rooms ..... 65
Type ..... 42, 106

## U

Unit ..... 15, 17, 23, 63, 64, 72
Unit Information Buttons ..... 64
Unit SQ FT ..... 72
Units Window ..... 63

 Copyright 2010 © FullHouse Software, Inc.

Update Form Letters....24
Updates....23
Updating a Work Order....162
User Defined Fields....74
User Passwords....33

## V

Vendor....17, 23, 107
  1099s....109
Vendor 1099s....109
Vendor End of Year....32
Vendor End of Year Close....177
Vendor ID....106
Vendor Name....106
Vendor Window....105
View Checks Buttons....107
View Screens....26
  View Cash Receipts....26
  View Disbursements....26
  View Transactions....26
View Transactions....93

## W

Washer/Dryer....66
When Available....64
Window....15
Work Order....23, 161

## Y

Year to Date C.A.M. Information....79
YTD Total....92

Copyright 2010 © FullHouse Software, Inc.